Blessed Dominic Catholic Primary School

Great Strand
London
NW9 5PE

Health and Safety Policy

Responsibility: Headteacher.

Agreed on: September 2026.

Signed: J. Hanrhan

Review frequency: 1 year.

To be reviewed: Autumn 2027.

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Preface

This is the Health and Safety Policy for Blessed Dominic Catholic Primary School, 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, pupils, contractors and visitors 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 Staff, Trustees or Governors that 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 Staff, Trustees and Governors.

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	-	Blessed Dominic Catholic Primary 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 Blessed Dominic Catholic Primary 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.

At the school we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, pupils, contractors and authorised visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at the school to actively take part in and support this policy.

Our staff, employees and subcontracted personnel are of paramount importance. The school recognises that the talent and energy of the men and women, who work for it, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Head Teacher, Trustees, Director's and Governors. The school will keep all personnel advised of their responsibilities and those of the School, with regard to health and safety matters.

The school recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities. In order to comply with the associated Regulations, the school will:

- Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- 'So far as reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- Ensure that effective planning, control, and monitoring of all activities are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury or ill health.

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 Company, and advancement in technologies which affect the Company'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: J. Hanrahan ..... Headteacher Date: 18/09/26

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:

- The responsibilities reflect the current staffing of the School.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

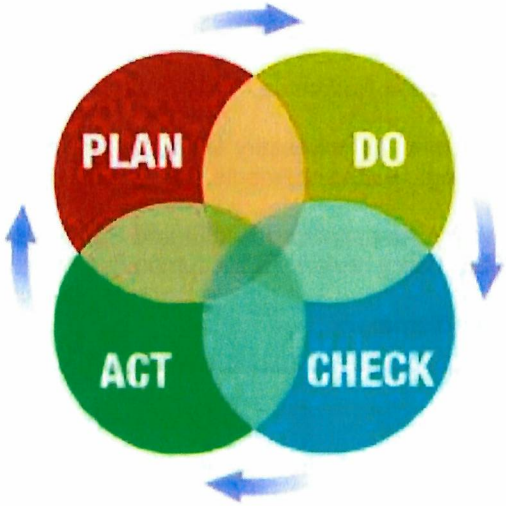
Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant School appointments and/or relevant technological advancements.

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

MBHS	John Addison	Signature	
School Approval	Headteacher Jennifer Hourihan		
Issue Number	**Date**	**Summary Details**	**By Whom**
1.0	Sept 2019	New Health and Safety Policy; due to the school moving to new premises, September 2019	MBHS Advisor: Linda Benson/ School Rep: Ms G Pears
2.0	Sept 2020	Annual Review update summary are as follows • Pg12 – the 'Designated Responsibility Summary' table updated, and a caveat added at the bottom of the page to refer to the contract with MBHS for clarification on support levels. • Pg14 – section heading on safety training amended to "Training and Competency" with minor changes made to wording for clarity. • Pg14 – Lone Working overview updated to include details from latest HSE guidance that was established March 2020 • Pg15 – reference and overview of Occupational Disease has been added to RIDDOR reporting. This has been added following the ongoing focus on occupational health matters.	MBHS Advisor: Linda Benson/ School Rep: Ms G Pears
3.0	Sept 2021	Annual Review and update summary are as follows Pg17 clarification/definition of a DSE user added to the Display Screen Equipment arrangements	MBHS Advisor: Linda Benson/ School Rep: Ms G Pears
4.0	Sept 2022	Annual review of the Health and Safety Policy: to include Pg.14 Occupational Health Pg.14 Mental Health & Well-Being	MBHS Advisor: Linda Benson/ School Rep: Ms G Pears
5.0	Sept 2023	Annual review of the Health and Safety Policy:	MBHS Advisor: Linda Benson/ School Rep: Ms G Pears
6.0	Sept 2024	Annual review of the Health and Safety Policy. Change to the organisation chart, new MBHS Advisor	MBHS Advisor John Addison School Reps Executive Head Monica McCarthy and Acting Headteacher Daniela Sulis.
7.0	Sept 2025	Annual review of the Health and Safety Policy. Change to the organisation chart New Head teacher and title changes	MBHS Advisor John Addison School Rep: Mrs Jennifer Hourihan
8.0	Sept 2026	Annual review of the Health and Safety Policy. Change to review date on page 4 Pg. 20 include updated workplace stress section	MBHS Advisor John Addison School Rep: Mrs Jennifer Hourihan

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health and Safety Management".



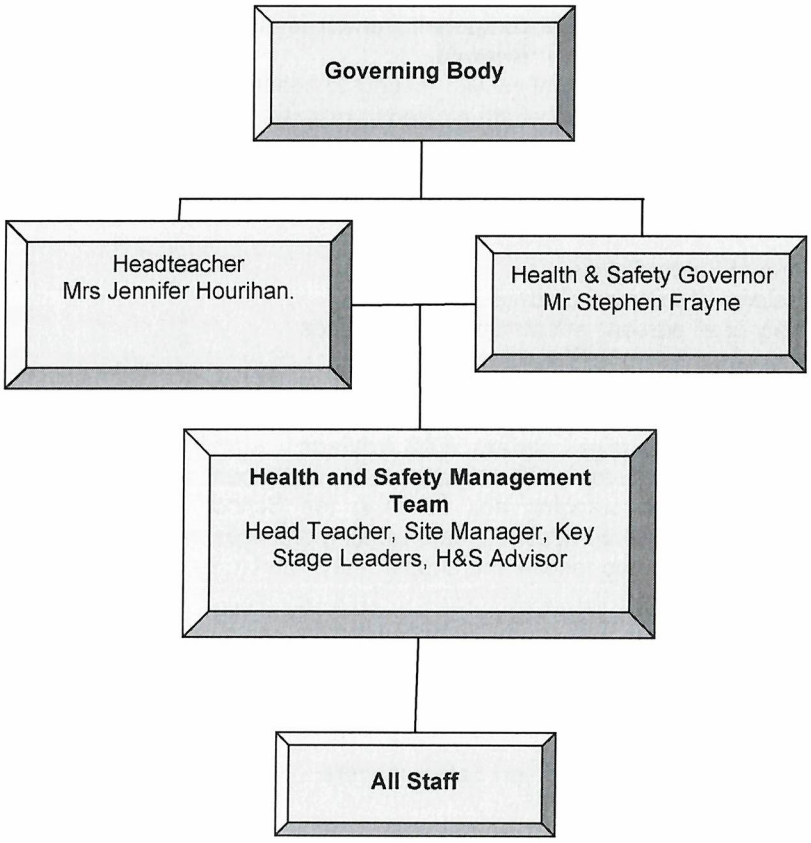
Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine the policy Plan for implementation	Define and communicate acceptable performance and resources needed (Policy)
Do	Identify risks Organise for health and safety/Implement your plan	Identify and assess risks Identify controls Implement and manage control measures (Risk Assessment)
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance (Inspections & Audits)
Act	Review performance Act on lessons learned	Learn from measurements and findings of investigations (Make Improvements where necessary)

The overall aim of this policy is to set out the framework for securing the Health, Safety and Welfare of all Staff, Pupils, Contractors, and authorised Visitors. The implementation of this policy relies on all members of staff co-operating on all Health and Safety matters. To enable this to work the school have given responsibilities to certain job roles which are detailed below.

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.



Blessed Dominic Catholic School
Great Strand
London
NW9 5PE

Telephone Numbers:
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McCormack Benson Health and Safety Ltd
Unit 1, Hedley Avenue,
Grays,
Essex,
RM20 4EL

Telephone Numbers:
Office: 01375 398998
Fax: 01375 398959
John Addison: 07850 707832

Responsibilities

Head Teacher and Governing Body

The Governing Body have overall responsibility for the Health, Safety and Welfare of everyone connected to the School. The Head Teacher will be responsible for ensuring the effective day-to-day implementation of the Health and Safety Policy. The Head Teacher and Governing body are responsible for:

- Ensuring the necessary resources are available to allow this policy to be implemented.
- Ensuring staff, pupil and visitor safety in respect of compliance to specific arrangements, applicable to all activities within the school. Ensuring that safe systems of work are identified and adhered to.
- Ensuring the schools appointed competent person is alerted of any new activities, so that Risk Assessments can be completed / reviewed.
- Ensuring training needs are identified with respect to health and safety.
- Health and safety information is communicated to relevant staff;
- Health and Safety inspections of the school are carried out at regular intervals.
- When using services of other contractors (self-employed persons etc.) on school premises, ensure the appropriate procedure is adhered to which will incorporate the:

    - Exchange of Safety Policies
    - Safe systems of work will be used
    - The safety of all persons affected by their activities
    - Obtaining of contractors' Risk Assessments
    - Assessing the competence of contractors

Head Teacher, Site Manager, Key Stage Leaders, H&S Advisor

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:

    - Safe methods of working.
    - Induction training including Health and Safety matters.
    - Welfare facilities.
    - Fire precautions.
    - Hazards arising from work activity.
    - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
    - Investigating 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 are 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 allotted 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.

All Staff

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

- To read and understand this Health and Safety Policy and to carry out their duties in accordance with its requirements. Staff should communicate with their Line Manager regarding any area of the policy they do not understand, to enable clarification.
- To know the safety procedures in the event of fire.
- To be aware of the location and identification of First Aid personnel.
- To report any accident or near miss to the appropriate authority who will complete the accident book as necessary, in accordance with the accident procedures.
- Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Department Manager.
- To use and wear all protective clothing or appliances applicable to the task, as determined by good practise and risk assessment.
- Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.
- To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- To ensure the health, safety and welfare of any person, including pupils, within their care.
- To notify the Health and Safety Management Team of any changes in health or welfare, which may affect working activities.
- To notify the Health and Safety Management Team of pregnancy once it is confirmed.
- To report any hazards in the workplace to the Health and Safety Management Team.
- To attend any training course given in order to inform or instruct where a need has been identified by risk assessments

Site Manager specific

The person given this job role is responsible for ensuring the health and safety of the site; in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting system, rectifying those issues and notifying their line Manager of any unresolved issues;
- Undertaking regular inspections of the communal areas of the school to identify hazards;
- Undertaking regular visual inspections of the outdoor playground and play equipment to identify any hazards
- Liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard and accident reporting and asbestos control.
- Ensuring the school is secure outside of normal working hours

Fire Marshals

Appropriate Training will be given to all Fire Marshals before taking up the position. This will include the use and application of Fire Fighting Equipment.

Fire Marshals responsibilities are to:

- Assist in a quick and safe evacuation of the premises.
- Be familiar with all the exit points for their area(s) of responsibility.
- Go to the assembly point and make themselves visible.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Get the rollcall completed and identify any absentees.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Participate in a de-briefing exercise following the evacuation

First Aiders

First Aid personnel will be in possession of a current First Aid Certificate and the school will undertake to provide First Aid personnel with the facilities to attend regular retraining. An appropriate number of trained First Aid personnel will be nominated and the appropriate training (i.e. paediatric for early years) will be given.

First Aid personnel will be responsible for ensuring that:

- First Aid boxes are correctly stocked, and the contents have not passed their expiry date.
- Correct personal protective equipment is used by them whilst administering first aid within the course of their duties.
- Telephone numbers for the emergency services are prominently displayed.
- Any medical equipment used is correctly disposed of
- Accidents beyond the capability of a First Aider are referred, immediately, to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst awaiting assistance. The First Aider will notify the Health and Safety Management Team who will ensure that the next of kin are informed.
- Accidents are recorded in the Accident Book and details of treatments given. Under no circumstances must any form of medication be administered by First Aiders without consent from the Health and Safety Management Team

School Appointed 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 Health and Safety Management Team on the implementation of this Health and Safety Policy, established schedules and 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 Health and Safety Management Team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the Health and Safety 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.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining 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.
- Identifying 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.

Educational Visits Co-Ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Schools Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

School-Appointed Contractor/Consultant

The School will 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 or on the School behalf 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 Health and Safety 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 children and members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety.
- 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) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted 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 Health and Safety 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	Head Teacher and Governing Body *(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, Employees *(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	Local Authority/Health and Safety Management Team
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

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 Health and Safety 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 by the School.
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The School have appointed MBHS as their source for Health and Safety assistance and competent advice.

MBHS will conduct a certain number of site visits once agreed with the School. The site visit will be used to monitor performance and ensure that all employees are aware of and are implementing the standards which have been set and are required. The appointed MBHS Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

- The proper supervision of the children in their care.
- Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.
- Behaviour: When discussing the behaviour of pupils' considerations of personal safety and the safety of others must be paramount. Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

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, if working alone proof of a DBS check may be required
- If not working alone 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.
- Wear a visitor's badge

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.

Visitors, who are in frequent or intensive contact with children as part of their visit, are required to undergo an enhanced DBS check.

Frequent - is understood to be once a week or less
Intensive - is understood to be 4 days or more in any month

Training and Competency

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The School 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 better managed.
- Meet legislative requirements.

Members of the Health and Safety Management Team will be provided with any 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 Companywide competency matrix that covers all employees and those working on behalf of the Company. 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 school 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 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.

Mental Health & Well-Being

The Management Team recognise that employees or those working on behalf of the school 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 Health and Safety Management Team are aware that employees may be required to work alone on the School premises. The School recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Health and Safety Management Team.

Whilst there is no legal requirement to conduct a specific, separate risk assessment for lone workers the Company 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 employees must:

- Ensure they have read and understood any specific risk assessment or safe working procedure compiled for the activity they are working on.
- 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 at the end of the last visit, notify their appointed member of the Health and Safety 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

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.

The School will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

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 the Health and Safety Management Team 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 Health and Safety 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 Health and Safety 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.

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 Company 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 or
- 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 Company accident book/form and filed securely to protect any personal information.

Incapacitation means that the employee 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 will contact MBHS for further advice and guidance if required.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Health and Safety Management Team ensures that the School premises meet the health, safety and welfare needs of all its employees, pupils, 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.

Legionella

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 showers 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.

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.

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 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, may be required to complete a workstation self-assessment form depending on the length of time they spend at their workstation. Completed forms are reviewed by the Health and Safety 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 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 Health and Safety 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 staff room, safety posters, leaflets, safety pamphlets and verbal safety information (including information from trade unions).

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with the Health and Safety Management Team. Any required actions from the discussions are agreed with both parties and escalated through the Head Teacher 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 Health and Safety 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 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 checked when required by a competent person to ensure it is safe to use

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 Health and Safety Management Team, who will arrange for the faulty equipment to be removed from service until a competent person undertakes a more thorough check.

Maintenance of Equipment and Systems

Maintenance and inspection contracts will be put in place for all essential systems (boiler, fire detection/alarm, security alarm, water etc) so that they are checked at set regular intervals.

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 within the school 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 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 on 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 completed risk assessment will be reviewed regularly by the Health and Safety 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 Health and Safety Management Team 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 Health and Safety Management Team.

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. MBHS V14 –September 2019 Issue No. 7.0 Page **15** of **17**

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.

The Control of Asbestos Regulations 2012

All asbestos in the school has been identified in a survey carried out by a competent person and an asbestos management register is held in the School office (it has been identified part of the site used to be landfill)
Any contractors wishing to work in the School grounds are alerted to the locations of ACM's beforehand.

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 Health and Safety Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, the School will conduct a specific assessment for the employee in question. If this risk assessment identifies 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 will not tolerate harassment and violence of any kind. This stance is followed throughout the School and includes the relationships between colleagues, employees, and between staff and any other third party such as parents of pupils.

Issues of harassment and violence between colleagues will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). Issues of harassment (including physical and verbal) and violence towards a member of staff from a third party will be dealt with as a Police matter. 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 health and safety 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.

False accusations of harassment or violence will not be tolerated by the School and may result in the accuser facing disciplinary action.

The School will provide support, via the Health and safety 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.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the School will develop a procedure which will clearly define the School's views and their stance on zero tolerance towards violence and aggression in the workplace.

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 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 communication and a positive health and safety culture.

Work-Related Stress

As an employer, the School recognises and accepts its legal and moral responsibilities to manage work-related stress in accordance with the Health and Safety Executive (HSE) Management Standards.

Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work. Where an employee becomes unwell due to stress, all reasonable steps will be taken to support and accommodate them.

The School acknowledges that individuals react differently to workplace pressures depending on their health, current circumstances, and life experiences. Experiencing stress is a human response to excessive demands, not a reflection of individual capability or weakness. The School is committed to treating all disclosures with confidentiality, dignity, and respect.

2. Risk Assessment and Management
The Senior Leadership Team (SLT) compiles, maintains, and regularly reviews organisational risk assessments. These assessments actively identify and mitigate workplace stressors across the six core HSE pillars:

- **Demands:** Monitoring and managing workloads, work patterns, and the environment.
- **Control:** Ensuring staff have input into how their work is carried out.
- **Support:** Providing adequate resources, encouragement, and leadership backing.
- **Relationships:** Promoting positive working dynamics and preventing conflict.
- **Role:** Ensuring clear individual responsibilities to avoid conflicting expectations.
- **Change:** Communicating and managing organisational updates transparently.

3. Preventative Systems and Support
To actively prevent, reduce, and alleviate workplace stress, the Management Team fosters a positive workplace culture through supportive management practices, transparent communication, and employee involvement in decision-making.
The following practical systems are in place to support staff wellbeing:

- **Open-Door Culture:** Allowing staff to informally discuss workload or well-being concerns with SLT at the earliest opportunity.
- **Structured Communication:** Providing consistent updates through weekly briefings, phase meetings, and whole-staff meetings.
- **Clear Job Descriptions:** Defining explicit tasks and boundaries to bring certainty to each individual's role.
- **Performance Management:** Utilizing regular, constructive appraisals to review performance and proactively identify stressful or problematic areas.
- **One-to-One Reviews:** Making individual meetings available to all staff to promote open dialogue and reinforce a proactive health and safety culture.
- **Wellbeing Support:** Providing access to professional wellbeing resources [e.g., Occupational Health or Employee Assistance Programmes, Qwell & Headspace if applicable].

4. Employee Responsibilities
To ensure these measures are effective, employees are encouraged and expected to take reasonable care of their own health and safety. Staff should:

Raise workload or stress-related concerns with their line manager or a member of the SLT as soon as they arise.

Engage constructively with the school's risk assessments and support systems.

The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

The School will ensure that lifting equipment that they own is subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

Strong and stable enough for the particular use and marked to indicate safe working loads
Positioned and installed to minimise any risks
Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Thorough Examinations completed by an independent "competent person" are arranged by the management team at a frequency that is in line with the requirements specified within the Regulations.
in the case of lifting equipment for lifting persons or an accessory for lifting, at least every 6 months
in the case of other lifting equipment, at least every 12 months
in either case, in accordance with an examination scheme
each time that exceptional circumstances which are liable to jeopardise the safety of the lifting equipment have occurred.

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	School`s Intranet Staffroom Autotask Workplace H&S Manual Folder Google drive

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
✓		