PACE Academy Trust

Health and Safety Policy

Document Control

Document Control Table			
Document Title		Health and Safety Policy	
Author		Zoe Harris and Jo Grinter	
Version number:		3.1	
Date approved:		3.12.25	
Approved by:		PACE Strategic Board	
Document History			
V1	2018		Approved by Trustees
V2	September 2022	ZH/JG	Reviewed and updated in line with advice from competent adviser; clarified roles and responsibilities
V3.1	Autmn 2025	ZH/JG	Reviewed and updated in line with updates in our procedures and with reference to advice from competent adviser. Reference to legislative context added.

Contents

Introduction 5
Statement of Intent 5
Health and Safety Organisational Arrangements 6
Strategic Board 6
Chief Executive Officer/Chief Operating Officer 6
Local Governing Bodies 6
Health and Safety Governor 6
Headteacher 6
School Business/ Operations Managers/ Caretakers 7
Staff 7
Volunteers 8
Visitors 8
Accident, Incident, Violence, Near Miss Reporting 8
Asbestos 8
Contractors 9
Infection Prevention and Control 9
Electrical Hazards 10
First Aid - General 10
Defibrillators 10
Medication 10
Evacuation Procedures (school specific) and Fire Safety 11
Invacuation and Lockdown Procedures (school specific) 11
Risk Assessment 12
Chemicals, Radioactive Materials and Harmful Substances 12
Equipment 12
School Trips and Visits 12
Critical Incidents 12
Security 13
Violence Against Staff/ Sexual Harassment of Staff 13
Lone Working 13
Smoking & E- Cigarettes 14
Mental Health and Resilience 14
Working at Height 14
Legionella 14
Moving and Handling 14
Display Screen Equipment (DSE) 15
New and Expectant Mothers 15
Monitoring 15
Training 15

Specialist Equipment 15

Introduction

PACE Academy Trust is committed to ensuring a safe and healthy learning environment for pupils, employees and others affected by the schools' undertaking. This policy sets out how we will comply with our legal obligations under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999). We are committed, so far as reasonably practicable, to ensuring the health, safety and welfare of staff, pupils and others. We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, pupils and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

Linked policies:

- Safeguarding and Child Protection policies
- Business Continuity Plan
- Cyber Incident Plan
- Medical Needs Policy
- School Behaviour policies
- Educational Visits policy
- Risk management policy
- First Aid Policies

Statement of Intent

In accepting this responsibility, PACE Academy Trust will, so far as reasonably practicable:

1. provide and keep plant and equipment and systems of work that are safe and suitable;

2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, pupils and visitors;

3. provide and keep our workplaces in conditions that are safe and with minimal risks to health, including means of safe access and exit from workplaces, as well as adequate facilities and arrangements for employees' and pupils' welfare at work;

4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;

5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools' activities, as staff make an invaluable contribution to reducing risks.

PACE Academy Trust can only achieve the above with the co-operation and involvement of all employees, pupils, governors, parents and visitors in fulfilling these policies.

Health and Safety Organisational Arrangements

Strategic Board

The Trustees are legally accountable for health and safety within PACE Academy Trust schools although they have delegated the detailed oversight of health and safety to local governing bodies. The Trustees are responsible for setting the standards and direction of health and safety throughout the organisation and for reviewing the Health and Safety policy.

Chief Executive Officer/Chief Operating Officer

The CEO/COO are responsible for providing leadership of health and safety across the trust, ensuring that the schools carry out their duties in accordance with the policy and reporting to Trustees on health and safety compliance. The CEO and COO are responsible for creating the strategic framework for health and safety across the trust, including the provision of a competent adviser, training and thorough the monitoring of school sites on an annual basis and through the *Every* database.

Local Governing Bodies

The health and safety culture of the organisation is determined by the the local governing body and the Head working together to ensure that the school remains a safe and healthy environment. The LGB has the following responsibilities:

1. To obtain assurance on behalf of the Board that safeguarding, health and safety are being managed effectively in the school.
2. To ensure that the school takes effective action to promote the mental wellbeing of staff and pupils.
3. To verify that the school has implemented and maintained policies and procedures which comply with current health and safety legislation.
4. To review the operation of these policies and procedures including inspection of records kept by the school (e.g. risk assessments, accident registers and results of fire evacuation drills).
5. To review all school policies pertaining to safeguarding and health and safety as they are introduced or updated and pass comments to the Board before final publication.
6. To participate in and review the outcomes of inspections of building fabric and health and safety provision on the school's premises.
7. To verify that employees of the school have received adequate training in safeguarding and health and safety procedures.

Health and Safety Governor

The Health and Safety governors have the responsibility to liaise with the Head Teacher/Head of School and others on health and safety issues. Their duties are to:

1. take an active part in school health and safety reviews and monitor the follow up actions;
2. review health and safety data including accidents and report to the local governing bodies on the continuous progress being made into creating a safer and healthier school.

Headteacher

The Head, with their Senior Leadership Team (SLT), is responsible for ensuring the school is safe. Duties include:

1. Knowing their health and safety responsibilities within the workplace;
2. ensuring there are suitable risk assessments and accompanying procedures developed to meet the needs of the school;
3. Reviewing health and safety in school regularly, monitoring activity on the Every database and ensuring remedial action is taken to address issues;
4. setting a personal example to promote a positive culture of health and safety, for example, by routinely highlighting practical improvements;
5.

6. ensuring there is a training programme for site staff, teaching and support staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to all. This includes a minimum requirement of briefing all staff on health and safety at least once per school year.
7. ensuring there are communications with staff, parents, carers and pupils about health and safety issues and how they are being addressed;
8. receive regular reports from site and managerial staff on how risks have been assessed, what management action has been taken and any outstanding issues;
9. ensure all inspections, maintenance of plant and equipment is carried out in line with statutory requirements and guidance and that adequate records are kept;
10. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
11. ensure adequate investigation of accidents and incidents and that these are reported to the Health and Safety Consultant within seven days;
12. Ensure evacuation, invacuation/lockdown drills takes place at regular intervals.

School Business/ Operations Managers/ Caretakers

The role of these staff is to oversee the delivery of strong health and safety practice in the school working closely with the Head. Duties include: This role is important for ensuring the building, plant and fabric is in good condition and safe for use and their duties include

1. support the Heads to ensure there are suitable risk assessments and accompanying procedures in place to meet the needs of the school;
2. support the Head in undertaking a health and safety audit and/or review and monitoring;
3. maintain a record of training completed by staff and monitor the training programme to ensure it is up to date;
4. actively manage health and safety activity through the *Every* database;
5. be proactive in implementing timely improvements when professional reports recommend these, e.g following a health and safety audit;
6. ensure all inspections, maintenance of plant and equipment is carried out in line with statutory requirements and guidance and that adequate records are kept;
7. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
8. liaise with the Health and Safety Consultant as the school's competent advisor on relevant matters and share good practice with other schools;
9. ensure adequate investigation of accidents and incidents and report to the Health and Safety Consultant within seven days.
10. liaise with the Head to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
11. ensure the school is kept clean and tidy to reduce the risk of hazards including fire risks and slip and trip accidents;
12. maintain adequate records in the *Every* database for works carried out such as the inspection of play equipment etc., weekly fire alarm tests and water testing;
13. ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

Staff

Our staff and their vigilance is essential to maintaining safe schools. The duties of staff are to:

1. immediately report to senior leader all illnesses, accidents, unsafe conditions, acts of violence or harassment, hazards and any situation that may compromise health and safety;
2. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
3. work safely for themselves, pupils and others, helping to create a positive health and safety culture in their work area / activities;

4. follow safe working practices identified from risk assessments and keep the Head up to date with any problems arising;
5. take an active part in carrying out risk assessments and giving practical suggestions to improve health and safety.
6. attend health and safety training as identified and agreed with the Head, including induction training;
7. give all necessary help to pupils, contractors and members of the public to ensure their safety;
8. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;
9. use equipment and materials in the way they are designed to be used;
10. where required, contact directly the CEO/COO if they have serious health and safety concerns that have not been addressed.

Volunteers

Volunteers are a valued and key part of the schools. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff; and
2. raise any health and safety concern with staff and to report all accidents.

Visitors

The schools welcome visitors and they are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when pupils are on site, without suitable safeguards in place.

Accident, Incident, Violence, Near Miss Reporting

The schools will investigate and record all accidents, incidents and near misses as appropriate, following advice from the Health and Safety Consultant.

Where a serious accident or incident happens, the Health and Safety Consultant must be informed immediately by telephone on **020 8770 5023**

The Head Teacher/Head of School will ensure the Health and Safety Consultant receives the report within seven days of the incident.

The schools will keep an electronic record of all incidents. Serious incidents/Riddor will be reported to the Health and Safety Consultant.

Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEN pupils).

Asbestos

The Asbestos Duty Holder is PACE Academy Trust. Within each school there an appointed person or people trained in the safe management of asbestos. The Head is responsible for the school having an Asbestos Management Plan.

The Caretaker is responsible for ensuring the School's Asbestos Management Plan is read and understood by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

The school will also ensure the Asbestos Management Plan is kept up to date and Asbestos Surveys carried out where required, such as before major renovations.

Staff must not affix anything to walls, doors, ceilings etc. without first obtaining approval from the Caretaker.

Staff must report any damage to asbestos materials immediately to the Caretaker.

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head will immediately notify the Health and Safety Consultant (020 8770 5023).

Contractors

The schools are aware that they can delegate their responsibilities to contractors but cannot remove their accountability therefore, only competent contractors will be used. Guidance on the selection and monitoring of contractors can be obtained through the Health and Safety Consultant.

Where required the Construction (Design and Management) Regulations 2015 will be followed.

A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, pupils and others. This may include the need for segregating parts of a school. In the event of this, the fire procedures will be reviewed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Caretakers of any risks that may affect school staff, pupils and visitors.

Contractors who are carrying out invasive work will read the Asbestos Management Plan before starting.

All contractors must be aware of the health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head, or their representative, will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

There will be regular meetings held between contractors and the Caretaker to review the standard of health and safety onsite.

Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing: Wash hands with liquid soap and warm water, and dry. 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.

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. 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 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. Use a product that combines both a detergent and a disinfectant. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels.

Laundry: 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. Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags. Remove clinical waste with a registered waste contractor.

Animals: Wash hands before and after handling any animals. Keep animals' living quarters clean and away from food areas. Dispose of animal waste regularly. Supervise pupils when playing with animals.

Infectious disease management: We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19. We will follow local and national guidance on the use of control measures including hygiene, cleaning, and ventilation.

Pupils vulnerable to infection: Some medical conditions make pupils vulnerable to infections. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease. Parents/carers will be informed promptly and further medical advice sought.

Exclusion periods for infectious diseases: The school will follow recommended exclusion periods outlined by the UK Health Security Agency. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency.

Electrical Hazards

Where our staff undertake electrical equipment checks, they have been suitably trained. Plugs of all appliances, except computers are checked, labelled and signed.

If site staff are not qualified to carry out PAT, then a competent contractor is used.

PAT testing is carried out as appropriate for the equipment and its usage.

Electrical appliances from staff homes should not be used in school unless they have been PAT tested or approved by the Caretaker.

The school's electrical installations are tested every five years.

First Aid - General

The Schools will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and pupils. This will include suitably trained first aiders. **Schools will have their own First Aid policy.**

A list of trained First Aiders (for the relevant school) is held in school offices.

Defibrillators

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal. For every minute that a person in cardiac arrest is not successfully treated, the chance of survival decreases by 7% per minute in the first 3 minutes, and decreases by 10% per minute as time advances beyond that time.

Automated External Defibrillators for the use in the event of cardiac arrest are in place in all of our schools. Site staff will carry out regular checks (and after use) to ensure the AED is in place and usable.

Although the device does not require specific training, the school does have staff trained in its use. The devices are linked to the emergency services and could be called into use during school use for someone in the nearby vicinity in a medical emergency. If there is a cardiac arrest incident nearby, paramedics will contact the school if we have the nearest AED and can offer aid before the ambulance service can respond.

If suitable (taking into account time of day and holidays etc), the school will take the AED out and use it on the member of the public, until the Paramedics arrive.

Medication

The Trust's approach to children with medical conditions is detailed in a separate policy. Our schools follow the guidance provided by the Department for Education on "Managing Medication in Schools and Early Years Settings". The full guidance can be downloaded from: https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

Evacuation Procedures (school specific) and Fire Safety

Every school will have fire risk assessment completed by a competent external contractor every three to five years or following any major building works/changes to premises. This risk assessment will be kept in an easily accessible place for the emergency services to access in the event of a fire. **The fire risk assessment must be reviewed annually with action plans for improvement completed in a timely fashion.**

The fire evacuation procedure will be reviewed annually and staff made aware of the procedures at the start of each academic year.

All alarm tests, maintenance and fire drills are carried out and recorded.

The Head is responsible for ensuring as part of staff training that everyone knows what to do if there should be a fire threat or other need to evacuate the premises.

Fire drills are carried out termly.

Fire wardens are in place and will sweep the buildings in times of fire, reporting to the Head or most senior member of staff on site at the time.

The Head (or most senior member of staff in their absence) will act as the Fire Marshal to collect information from the Fire Wardens and keep the Fire Brigade up to date with the evacuation of the buildings.

Competent contractors are used to inspect and maintain fire related equipment and systems.

Self-closing fire doors are provided in the schools to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep closed". Automatic fire doors (where provided) which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

There are fire procedures displayed on notice boards and next to fire alarm call points. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Caretaker.

Invacuation and Lockdown Procedures (school specific)

All staff in our schools are given instructions on what to do in the event of invacution. An invacuation procedure is needed for when it is safer to remain inside due to external hazards.

All staff are given instructions on what to do in the event of an invacuation, with details of this included in each school's invacuation procedure. Invacuation procedures are designed to protect pupils, staff, and visitors from external threats by moving them into the school building. These procedures are regularly reviewed and practised to ensure preparedness.

Invacuation drills are conducted regularly as are evacuation drills. The school will maintain clear signage and communication protocols to support effective invacuation responses.

All staff are given instructions on what to do in the event of a lockdown. A lockdown procedure is or when there is a threat of volinece inside or directly outside school.

Risk Assessment

Risk assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing e.g. a theatre visit.

Risk assessments are undertaken by the appropriate staff member and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment. The Head is responsible for approving control measures and is ensuring the action required is implemented.

Where required, staff will receive risk assessment training from the Health and Safety Consultant.
Our Risk Management Policy sets out our approach in more detail.

Chemicals, Radioactive Materials and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed by the Caretaker and stored to minimise the risk.

Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

Where required the school will follow CLEAPSS guidance in relation to the use and storage of chemicals.

Equipment

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head.

Pupils will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Known faulty equipment must **NOT** be used, even for short durations.

- Parents/Carers will be given a list of suitable clothes for children to wear during PE and rules regarding earrings. Staff will also be aware of wearing appropriate clothing with regarding health and safety. E.g. Outdoor shoes
- Children will be escorted into and out of school, following a specific procedure for their age group.
- The Schools employ contract cleaning companies. The Caretakers will ensure that the site is kept clean, reporting any faults to the cleaning supervisor or Head.
- The Schools are aware of the importance staff/student hygiene and will provide suitable cleaning materials.

School Trips and Visits

Every school must have an educational visit coordinator who will provide guidance on school visits and trips. Our Educational Visits Policy sets out more detail on this area.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Head.

Risk Assessments must be made by the teacher responsible for the trip, agreed and signed by the Head. Residential trips must be authorised by the local governing board. Refer to the Educational Visits Policy for timelines for agreement. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations (for activities within scope). Further requirements for off site visits are contained in the Health and Safety guidelines (HSE), DfE Guidance and our EV policy.

Critical Incidents

PACE has a set of procedures for critical incidents incuded in the Business Continuity Plan.

Security

We try to achieve a balance between making our schools welcoming and accessible and keeping children and equipment safe. Site staff are responsible for the opening and closing of the site. Visitors are to sign in, read the notes, and wear a badge.

All staff must wear an ID badge, and take responsility for site security by closing doors and gates behind them.

Children are made aware of the dangers of talking to strangers and are asked to tell an adult if they see a stranger within the school premises or grounds without an ID badge.

Violence Against Staff/ Sexual Harassment of Staff

PACE will not tolerate violence including verbal aggression or sexual harassment of staff.

The trust also has a legal duty to protect staff from violence and aggression and to protect against sexual harassment. Our staff have the right to have a safe workplace and be free from the aggression of others.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying
- Sexual harassment.

The above incidents will be reported to the Head and recorded using the Accident Management System.

Along with the school's security procedures, there are Lone Working and Home Visits risk assessments that will be followed by staff, to reduce the risk of aggression.

The School will follow the DFE guidance on dealing with aggression including that relating to banning parents from site.

Staff affected by violence will be supported by the school and executive leaders.

Lone Working

Lone working relates to staff working on the school premises, in a location where they cannot get immediate assistance from other staff. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head or other senior member of staff's permission and notify them on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk (e.g. staff will not accost any trespassers/burglars unless their own, colleagues or students are in danger);

- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc;
- A buddy system should be in place for lone workers;
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.);
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so;
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

Smoking & E- Cigarettes

Smoking (including E-cigarettes) anywhere on the school premises and grounds is not allowed. Staff are requested not to smoke in the immediate vicinity of the school gates.

Mental Health and Resilience

We are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE standards.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

Staff have access to an employee assistance service. This is an impartial and anonymous service that provides advice on health, mental health, finance and work/life balance.

Working at Height

The Caretaker is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

Staff are reminded that `working at height' applies to all activities that cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Work at height when you are alone is **not** allowed.

Legionella

The trust complies with advice on the potential risks from Legionella. The Caretaker will be responsible for following the controls as set out by the school's competent contractor who will complete a thorough risk assessment. Where necessary water temperature checks will be undertaken on a monthly basis.

The Caretaker will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with a competent contractor to monitor water hygiene and complete legionella risk assessments.

Moving and Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by site staff.
Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk

reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment.

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, school business managers etc shall have a DSE assessment carried out. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

Monitoring

Health and safety will be regularly monitored by local governing boards and by the strategic board.

Training

All staff receive health and safety training appropriate to their role. This includes:
- Induction training for new staff
- Role-specific training (e.g. first aid, manual handling)
- Annual refresher training
- Record-keeping of completed training

Training needs are reviewed annually and after any significant incident.

Specialist Equipment

Where specialist equipment such as wheelchairs or oxygen cylinders are used, staff receive training in safe handling and storage. Equipment is inspected regularly and maintained according to manufacturer guidelines.