Health and Safety Policy

Create Learning Trust

Approved by	Date	Review Schedule	Date of Review
Board of Trustees	September 2025	Annually	September 2026

CREATE LEARNING TRUST

The Board of Create Learning Trust has adopted this policy (September 2025). It will be reviewed annually by the Board of Trustees.

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Construction and maintenance of the premises
4. Training
5. First-aid
6. Contacting the emergency services
7. Fire safety
8. Accident reporting
9. Significant accidents
10. Reporting procedures
11. Reporting hazards
12. Accident investigation
13. Our active monitoring system
14. Bomb threat procedure
15. Evacuation
16. Visitors to the school
17. Personal protective equipment (PPE)
18. Any other clothing
19. Maintaining equipment
20. Hazardous materials
21. Asbestos management
22. Medicine and drugs
23. Smoking
24. Housekeeping and cleanliness
25. Infection control
26. Allergens and anaphylaxis
27. Risk assessment
28. Slips and trips
29. Security and theft
30. Severe weather
31. Safe use of minibuses
32. School trips and visits
33. Manual handling
34. Working at heights
35. Lone working
36. Stress management
37. Display equipment
38. Monitoring and review

Statement of intent

At **Create Learning Trust**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- Near-miss Policy
- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Family Support Worker Lone Working Policy
- School Security Policy
- Smoke-Free Policy
- Adverse Weather Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Visitor Policy
- Contractors Policy
- Minibus Policy
- Staff Wellbeing Policy
- Administering Medication Policy

Roles and responsibilities

The local governance committee will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- **Annually** assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness **annually**.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

Jeanne Fairbrother Associates will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the **LA** and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff/department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Construction and maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed

principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold **weekly** progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials. The headteacher will also ensure that there is an appropriate number of first-aid trained staff members working within in each classroom.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.

- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The school will act in accordance with the Trust First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

All schools in Create Learning Trust will detail their First Aiders in their Health and Safety Policy using the format below:

Name	Department	Location	Extension no.	Expiry date

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member

Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, **office staff** will contact the pupil's parents. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Fire safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a **termly** basis. Firefighting equipment will be checked on an **annual** basis by an approved contractor. Fire alarms will be tested **weekly** from different 'break glass' fire points around the school, and records will be maintained and held in the **Site Maintenance Officer's office**. Emergency lighting will be tested on a **six-monthly** basis, and records will be maintained and held in the **Site Maintenance Officer's office.**

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Accident reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form (see Appendix A)

Jeanne Fairbrother Associates will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours

- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm. The headteacher or appointed staff member will provide Jeanne Fairbrother Associates with the details of the accident, who will then decide if an accident investigation is to take place.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards formally to the headteacher and via email to the Site Maintenance Officer.

Accident investigation

All accidents, however minor, will be investigated by the school in the form of an accident report and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Site Maintenance Officer will undertake **monthly** evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- **Annual** audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Termly** inspection of premises, plants and equipment.
- **Monthly** reports and updates to the headteacher.

- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Bomb threat procedure

All staff members fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy, and Lockdown Procedure will be followed. All schools in Create Learning Trust have an individual site specific policy for this. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the trust. The headteacher will decide whether or not to evacuate the building.

Evacuation

The school will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis. In the event of a fire, the Fire Evacuation Plan will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

Visitors to the school

All visitors to schools will be greeted by office staff at reception.

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by locating the headteacher and. if necessary, calling 999.

Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Thorough risk assessments are carried out by the site maintenance officer and headteacher to determine the suitable PPE to be used for each hazard and these are reviewed on a **termly** basis.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

The trust understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

Any other clothing

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
- Add the value of the benefit to employees' earnings.

- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves and the school reimburse them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.
- If employees pay to have clothing cleaned or repaired, the school will:
- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

Maintaining equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the site maintenance officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician (such as Jeanne Fairbrother Associates) should be consulted as necessary.

Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The site maintenance officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager, in liaison with Jeanne Fairbrother Associates, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The headteacher will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site maintenance officer will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A **termly** audit of hazardous materials will be undertaken by the site maintenance offer with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken in November 2023 by all schools in Create Learning Trust As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy and Asbestos Management Survey at each individual site.

Medicine and drugs

The school's Administering Medication Policy will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive **annual** training in supporting pupils with medical conditions. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. This rule also applies to vaping. More information on this can be found on the school's individual health and safety policy.

Housekeeping and cleanliness

Contract cleaners will be monitored by the head teacher and Site Maintenance Officer. School employed cleaners will be managed by the headteacher. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Promoting hygiene to parents and children

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school. Hand driers are also present in all schools.
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to a full occupational health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Wall-mounted hand sanitiser is available in all toilets, and around the school.

Further information concerning our policies and procedures addressing infection control can be found in the individual schools health and safety policy.

Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.
Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.
Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.
The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.
Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.
Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the school's individual health and safety policy.

Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. Jeanne Fairbrother Associates will be consulted when risk assessments are being carried out. The headteacher may delegate the production of risk assessments to the Site Maintenance Officer.

Termly assessments of high-risks areas will be undertaken. **Annual** risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The headteacher at each school will ensure risk assessments are completed by staff leading day trips or residential stays.

Security and theft

CCTV systems may be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

All schools in Create Learning Trust are cashless and there is no money held on site in school safes.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

The school will act in accordance with the Adverse Weather Policy at all times.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed. The Create Learning Trust central team will also be informed and it would be advisable for headteachers to consult Jeanne Fairbrother Associates.

School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy. All schools use the EVOLVE system to ensure compliance when taking children on school trips.

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted policies and procedures. All site staff and cleaners receive manual handling training and risk assessments are in place for all roles to combat the risk of manual handling for employees.

Working at heights

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights. Working at height is avoided as much as possible. Working at height is also addressed in the school's individual health and safety policy. Site Maintenance Officers also regularly provide 'toolbox talks' to staff via email or at twilight sessions.

Lone working

Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy. Policy and procedures concerning family support workers' lone working outside of the school site are addressed in the Family Support Worker Lone Working Policy. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to

concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy. Create Learning Trust will consult with the staff wellbeing systems available via staff absence insurance in the event of a staff member displaying symptoms of stress. This information is sourced via Education Mutual (Cuddington, Little Leigh and Sandiway) and School Advisory Service (Hartford).

Display equipment

Display screen assessments will be carried out for teaching staff and administrative staff who regularly use laptops or desktops computers.

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is **September 2026**.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix A

Use this form to report all incidents connected with work which involve an injury (including an act of physical violence) or a dangerous occurrence. All sections of this form **must** be completed with full details and signed by the Headteacher/SLT

If more than one person was injured in the same incident, please attach the details asked for in Part 1 and Part 2 on a separate sheet for each injured person.

PART 1 - About any injured person			
Full name			
Home address *(include postcode)*			
Home telephone number			
Date of birth			
Gender			
Employee number			
Post number			
Job title			
Position *(tick one box)*	☐ Employee ☐ Work experience / training scheme ☐ Volunteer ☐ Employed by someone else	☐ Self-employed and at work ☐ A member of the public ☐ Visitor ☐ Pupil / Student / Service User	
UPN (unique pupil number) if a pupil			
If an employee, have they been absent from work as a result of their injury?	☐ Yes ☐ No		
On the date of the accident, between what hours did the injured person-	expect to work?	From	To
	actually work?	From	To

PART 2 – About the injury	
What was the injury? *(e.g. fracture, cut, lacerations, bruising)*	
What part of the body was injured?	
Was the injury – *(tick all that apply)*	☐ a fatality ☐ a specified injury ☐ an injury to an employee or self-employed person which resulted in them being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury. ☐ an injury to a member of the public which meant they had to be taken from the scene of the accident directly to hospital for treatment? N.B pupils are in this category
Did the injured person - *(tick all that apply)*	☐ become unconscious ☐ need resuscitation ☐ remain in hospital for more than 24 hours ☐ a fatality

PART 3 – About the accident	
On what date did the accident happen?	
At what time did the accident happen? *please use 24-hour clock e.g. 06:00*	
Where did the incident happen? *Address and postcode of premises*	
Where on the premises did the incident happen?	

Witnesses (give names and addresses of all witnesses, if no witnesses please state NONE)		
Name	Address	Statement attached?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

PART 4 – Describing what happened

Give as much detail as you can. For instance:

- the name of any substance involved;
- the name and type of any machine involved;
- the events that led to the incident;
- the part played by any people;
- please provide photographs or sketches
- please state if CCTV footage is available

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident.

If this was an injury to a pupil or visitor injury give details, if relevant, of :

- Supervision being appropriate
- No fault with any equipment
- No fault in the way the activity was run.

This will help to decide if the accident is reportable to the HSE.

Use a separate piece of paper if you need to.

PART 5 – Risk assessment	
Has a risk assessment been carried out?	☐ Yes ☐ No
Give details of control measures in place:	

PART 6 - About the kind of accident	
Please tick the one box that best described what happened	
☐ Contact with moving machinery or material being machined ☐ Hit by a moving, flying or falling object ☐ Hit by a moving vehicle ☐ Hit something fixed or stationary ☐ Injured while handling, lifting or carrying ☐ Slipped, tripped or fell on the same level ☐ Fell from height – Height in metres _____ ☐ Trapped by something collapsing	☐ Drowned or asphyxiated ☐ Exposed to, or in contact with, a harmful substance. ☐ Trapped by something collapsing ☐ Exposed to fire ☐ Exposed to an explosion ☐ Contact with electricity or an electrical discharge ☐ Injured by an animal ☐ Physically assaulted by a person ☐ Another kind of accident

PART 7 - About you			
Your full name			
Your job title			
Work telephone number			
Your school include postcode			
Signature		Date	

PART 8 – Management actions taken to prevent recurrence
Give as much detail as you can. Use a separate piece of paper if you need to.

PART 9 – RIDDOR reporting			
Reported to HSE	☐ Yes ☐ No		
Report number		Date	

Signature			
Position		Date	

Contact details

Chief Executive Officer	Susan Walters ceo@createlearning.co.uk 01270 360030
Deputy CEO	Sarah Woodward swoodward@createlearning.co.uk 01270 360030
Chair of the Trust	Faye Russell frussell@createlearning.co.uk 01270 360030
Chief Finance Officer	Jenni Goodwin cfo@createlearning.co.uk 01270 360030
Director of Operations	Kier Glover operations@createlearning.co.uk 01270 360030
Trust Solicitor	Cook Lawyers www.cooklawyers.co.uk / 01625 725 000
Clerk to governance	Julie White (Second2None)
Chair of Sandiway LGC	Emma Zouhbi ezouhbi@sandiway.cheshire.sch.uk Sandiway Primary School, 84 Weaverham Road, Sandiway CW8 2ND
Headteacher at Sandiway Primary School	Deborah Bertram head@sandiway.cheshire.sch.uk
Chair of Cuddington LGC	John Swindley jswindley@cuddington.cheshire.sch.uk Cuddington Primary School, Ash Road, Cuddington CW8 2NY
Executive Headteacher at Cuddington Primary School	Beth Hacking head@cuddington.cheshire.sch.uk
Chair of Little Leigh LGC	Ryan Tomlinson rtomlinson@littleleighprimary.cheshire.sch.uk Little Leigh Primary School, Shutley Lane, Little Leigh, Northwich CW8 4RN
Head of School at Little Leigh Primary School	Rebecca Challinor head@littleleighprimary.cheshire.sch.uk
Chair of Hartford LGC	Katherine Ottewell kottewell@createlearning.co.uk Hartford Primary School, Riddings Lane, Hartford CW8 1NA
Headteacher at Hartford Primary School	Mair Fairweather head@hartfordprimary.cheshire.sch.uk
Create Learning Trust Offices	Cuddington Primary School, Ash Road, Cuddington CW8 2NY