

Maiden Erlegh Trust  
**HEALTH AND SAFETY POLICY**  
**2020/21**



**MAIDEN ERLEGH**  
TRUST

## **MAIDEN ERLEGH SCHOOL**

<b>Initial approval:</b>	September 2019
<b>Review frequency:</b>	Annually
<b>Date(s) reviewed:</b>	September 2020

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

<b>Maiden Erlegh School</b>
<b>The Trustees of Maiden Erlegh Trust</b>
<b>Paul Gibson - Headteacher</b>

**This policy covers the general approach to health and Safety at Maiden Erlegh School and is supplemented by specific Health and Safety guidance pertaining to curriculum areas of the school and, where appropriate, relating to specific activities or the use of equipment.**

<b>Statement of general policy</b>	<b>Responsibility of</b>	<b>Action / Arrangements</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Jason Elliott – Site Manager Nicola Scott – Business Manager Paul Gibson – Headteacher (Curriculum and general Health and Safety)	Relevant risk assessments in place for activities in school, reviewed annually or biannually or earlier if working habits or conditions change or incident occurs Health and safety is standing item on all Governing body meetings, SLG meetings & HT/BM meetings Members of CLEAPSS, DATA and AfPE Health and Safety advice and guidance purchased from Wokingham Borough Council High risk areas have their own H&S policy. Hirers of premises made aware of H&S arrangements Procedures in place for authorisation of on-site activities. Medical welfare facilities in place for staff and students Asbestos management plan in place
To provide adequate training to ensure employees are competent to do their work	Jason Elliott – Site Manager Nicola Scott – Business Manager Paul Gibson – Headteacher	All staff receive on-line & face-to-face H&S induction on commencement of employment. Customised training is provided to individuals relevant to their role. (working at height, asbestos awareness, manual handling, food handling, work station assessment, CLEAPSS, DATA) Lunchtime controllers and other staff receive general guidance on specific medical conditions (anaphylaxis, diabetes, asthma).  Students receive H&S rules for high risk areas of the curriculum and general guidance on using the site safely.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health, including managing work-related stress	Jason Elliott – Site Manager Nicola Scott – Business Manager Paul Gibson – Headteacher	Termly meeting of Trust H&S committee – staff, Trust and governor representatives Occupational Health service is available to support employees. All staff encouraged to report H&S concerns – See It, Sort It, Report It.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Jason Elliott – Site Manager Nicola Scott – Business Manager Paul Gibson – Headteacher	Emergency procedures detailed in Staff handbook Fire alarm and emergency lighting tested regularly Evacuation plans tested termly Evacuation plans considered and amended as necessary during any changes to the site (e.g. building works, inaccessible areas)

<b>Statement of general policy</b>	<b>Responsibility of</b>	<b>Action / Arrangements</b>
		Escape routes, call points and fire-fighting equipment well signed and each block has a plan of these. Students made aware of arrangements through tutor programme. Lockdown plan tested annually
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Jason Elliott – Site Manager Nicola Scott – Business Manager Paul Gibson – Headteacher	Toilets, washing facilities and drinking water provided for all staff and students Separate toilet facilities for students. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Relevant staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> )
To maintain a secure site	Jonathon Peck – Chief Financial and Operations Officer Paul Gibson – Headteacher	Staff trained in restraint training and de-escalation. Guidance given to staff on dealing with violent/aggressive students and visitors Panic button in reception Members of SLG on duty during core school day Site team on site whilst building is occupied CCTV installed Security fencing in place Electric Gates installed at both entrances Regular communication with other site users - Earley Town Council.
In relation to off-site trips, visits and activities, the prevention of accidents, cases of work-related ill health and the monitoring and adequate control of health and safety risks.	Sian Young - Assistant Headteacher/EVC Paul Gibson, Headteacher	Comprehensive documentation and processes for arranging any off site activity involving students, including risk assessments and risk matrices of students All off site activities must be authorised by a member of SLG Arrangements in place for training of minibus drivers

Health and safety law poster is displayed:	Main Staffroom – H&S Noticeboard
First-aid arrangements and accident/incident reporting  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	There is a medical room opposite the Main Staff room with comprehensive First Aid supplies, staffed by qualified First Aiders during core hours Defibrillator located in the Main Staffroom First Aid box available in all staffrooms and minibuses Portable First Aid boxes available for off-site trips and visits Staff trained in First aid, including administration of EpiPen's, listed in all staffrooms and reception In house accident reporting form for all accidents and near misses Logs are kept of all reported accidents/incidents and reported to the Trust H&S committee and the Finance and Sites Local Advisory Board group and Trustees HSE notified as necessary Investigation and report with action plans undertaken for any serious accident/incident/near miss.

<b>Signed: (Chair of Trust Board)</b>	<b>Date:</b>	<b>Signed: (Headteacher)</b>	<b>Date:</b>
<b>Subject to review, monitoring and revision: SEPTEMBER 2020</b>	<b>Annually by Trustees with recommendations from School H&amp;S committee. Sooner if work activity or legislation changes or incident requires an amendment.</b>		

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Risk assessment

Risk assessments are carried out for all high risk areas/activities in the school, general activities and off-site activities, using standards risk assessment template. Below is a summary of key risks for the school as a whole. There are individual risk assessments for each area of the curriculum, all off site activities and on-site activities.

Organisation name: Maiden Erlegh School (Earley)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Covid-19 Virus	To minimise the transmission of Covid-19 within the school	A thorough Risk Assessment is in place and is regularly reviewed to help mitigate the transmission of the virus amongst the staff, student and visitor populations. Extensive measure in place across the school to encourage Social Distancing & Hand Hygiene.	Continue to regularly review the RA and take the advice and guidance from PHE, DfE, NHS etc	HT	Ongoing	
Slips and trips	Staff, students and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening Snow and ice clearance plans	Better housekeeping is needed in staff areas, continual reminders to staff about wet floors and using signs	All staff members	Annually	
Fire	Staff, students and visitors may be injured or killed in the event of a fire	Evacuation plan in place, tested termly Fire-fighting equipment available and tested annually Fire detection system in place and regularly maintained Call points in key areas Evac blankets available External & internal fire doors recently assessed & upgraded throughout the school	Review evacuation procedure following each fire drill.	SLG	Termly	
Contractors on site	Staff, students and visitors may be injured or killed through contractor activity	Contractors signed in and restricted to work areas. Contact between staff and pupils minimised Site team to conduct RA prior to any works and safe working practice agreed. Where necessary, movement routes around the site are amended and communicated to staff and pupils. Contractor Management Operating Procedure in place				
Inappropriate adults on school site	Students at risk (Safeguarding)	All visitors sign in at Reception All adults to wear approved name badges.	Staff to be reminded to report any adults without a valid badge to on patrol/reception.	Stephanie Bendall	Termly	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Presence of all non-staff on site to be documented and approved through visitors' protocol. Where appropriate H&S briefing and Safeguarding briefing to be given				
Working at height	Students and staff may suffer a fall and be injured	Staff are guided to only work at height if they have completed the appropriate training. Staff instructed not to stand on chairs/tables and step stools to be made available if needed Working at Height Operating Procedure in place	All staff have received Working at Height training			
Manual handling	Students and staff may suffer an injury through incorrectly lifting/carrying items	Where staff have to move around site with significant resources, trolleys are provided by depts. Site Team are used to move furniture and other large/heavy items Manual Handling Operating Procedure in place	All staff have received Manual Handling Training	Site Team		
Violent student or adult	Students and staff may suffer injury	De-escalation and intervention training in place for key staff. Risk assessments in place for specific students representing a risk. Critical incident protocol in place. Guidance on website regarding violent and abusive behaviour Notices in reception regarding non-tolerance of violent and abusive behaviour				
Intruders onto school site	Students and staff	RA for moving around site. Security fencing around part of school Electric Security Gates installed Site team on site during lettings CCTV and intruder alarm in place.	Review open plan nature of school and consider ways of making more secure	Jonathon Peck Paul Gibson	Termly	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11