

HEALTH AND SAFETY POLICY – APPENDIX 1 PROCEDURES AND ARRANGEMENTS

INITIO LEARNING TRUST

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Reviewed Annually

**HEALTH AND SAFETY POLICY – APPENDIX 1
PROCEDURES AND ARRANGEMENTS**

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Introduction

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The list provides a brief summary of all the key health and safety arrangements applicable to each school.

Information, further advice and guidance and model risk assessments are available from Judicium acting as the Trust's competent person by email, phone and/or each school's Judicium web portal.

Accident and Incident Reporting

As set out in *Appendix 3 – Accident Reporting and Investigation Procedure*

Asbestos

As set out in *Appendix 4 - Asbestos Management Policy*.

Contractors

As set out in *Appendix 6 - Managing contractors*

Control of Infections

As set out in *Appendix 8 – Control of Infections Policy*.

Curriculum Safety (including out of school learning activities)

Risk assessments must be in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

The *Educational Visits* policy as set out in Appendix 9 should be followed for educational visits.

Display Screen Equipment

DSE assessments must be completed for those staff meeting the criteria of usage.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Electrical Safety

The hard wiring system must be inspected every five years by a competent person and identified necessary remedial work undertaken without delay.

All portable electrical equipment must be tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to their line manager or the Facilities Manager.

Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures

As set out in *Appendix 5 - Fire Safety Management Policy*.

First Aid

As set out in *Appendix 7 – First Aid Policy*

Hazardous Substances

All cleaning and maintenance products that may be hazardous to health must be assessed before being used.

The substances must be stored securely in accordance with the manufacturer’s instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Premises Manager.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T and science must be assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Lettings/shared use of premises/use of Premises outside School Hours

Any use of the premises outside school hours must be assessed for safety considerations including insurance, staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

As set out in *Appendix 13 - Lone Working Policy*

Managing Medicines & Drugs

As set out in *Appendix 12 - Supporting pupils at school with medical conditions policy*

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

Any significant manual handling tasks must be risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE and playground Equipment

All PE and playground equipment must be suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments must be completed for all PE activities and staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats and playground equipment must be formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE and playground equipment unless supervised.

Any faulty equipment must be taken out of use.

Personal Protective Equipment (PPE)

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Risk Assessments

Potential hazards must be identified and risk assessments completed for all significant risks in the school.

Security, Harassment, Violence and Aggression

Regular checks of school site security including boundary walls /fences, entrance points, outbuildings and external lighting must be carried out.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school/academy community, and all visitors can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual student risk assessments or Care Plans will be completed when necessary;

Regular reviews to monitor the effectiveness of the control measures are completed;

The design of the school/academy premises will take into consideration the risks of violence, aggression and harassment;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

If a member of staff is subject of workplace harassment, aggression or violence, the school/academy will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school/academy will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

Site Maintenance

The safe maintenance of the school premises and grounds and cleaning standards must be maintained with routine inspections of the site to check this.

All staff are responsible for reporting any damage or unsafe condition immediately.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

There will be an annual assessment of the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and annually on INSET days.

Stress and wellbeing

As set out in the Trust *Stress management* and *Wellbeing* policies
As set out in *Appendix 14 - Stress Management* and *Appendix 15 - Promoting Positive Mental Health and Wellbeing*

Swimming

Each venue must be visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility's Normal Operating Procedures.

Trees

As set out in *Appendix 10 - Tree risk management*

Visitors

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors will be managed as set out in *Appendix 6 – Contractor Management Policy*

Water hygiene management (control of Legionnaire' disease)

As set out in *Appendix 11 – Legionella Policy*

Working at Height

All ladders conform to BS/EN standards and are maintained as appropriate.

Risk assessments are completed for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which 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. Do not work at height when you are alone.

Driving at work

As set out in *Appendix 2 – Driving Policy*

Allergy awareness

As set out in *Appendix 12 - Supporting pupils at school with medical conditions policy*

Additional information on allergies including food allergies is set out below.

Headteachers or their delegates must ensure appropriate risk assessments for food allergy

awareness and management in school food provision are completed in partnership with the school's external caterer, are reviewed annually and/or after any significant changes, and appropriate control measures are implemented.

Allergy is the response of the body's immune system to normally harmless substances, such as foods, pollen, and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp stings), drugs, latex and hair dye. Symptoms often appear quickly and the 'first line' emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI).

Anaphylaxis symptoms

Anaphylaxis is a severe and potentially life-threatening reaction to a trigger such as an allergy. Anaphylaxis usually develops suddenly and gets worse very quickly

The symptoms include:

- feeling lightheaded or faint
- breathing difficulties – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- confusion and anxiety
- collapsing or losing consciousness

There may also be other allergy symptoms, including an itchy, raised rash (hives); feeling or being sick; swelling (angioedema) or stomach pain.

What to do if someone has anaphylaxis.

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis, you should:

- Use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first.
- Call 999 for an ambulance immediately (even if they start to feel better) – mention that you think the person has anaphylaxis.
- Remove any trigger if possible – for example, carefully remove any stinger stuck in the skin.
- Lie the person down flat – unless they're unconscious, pregnant or having breathing difficulties.
- Give another injection after 5 to 15 minutes if the symptoms do not improve and a second auto-injector is available.

Adrenaline auto-injectors (Epi-pens)

People with potentially serious allergies are often prescribed adrenaline auto-injectors to carry at all times. These can help stop an anaphylactic reaction from becoming life-threatening.

They should be used as soon as a serious reaction is suspected, either by the person experiencing anaphylaxis or someone helping them.

Schools may hold an auto-injector for emergency use, and these should be operated in accordance with the Department for Health's *Guidance on the use of adrenaline auto-injectors in schools*.

Food Allergy: The Food Information (Amendment) (England) Regulations 2019

The UK Food Information Amendment, also known as Natasha's Law, came into effect on 1 October 2021 and requires food businesses to provide full ingredient lists and allergen labelling on foods pre-packaged for direct sale on the premises. The legislation was introduced to protect allergy sufferers and give them confidence in the food they buy.

Under these rules, food that is pre-packaged for direct sale (PPDS) must display the following clear information on its packaging:

- 1) The food's name
- 2) A full list of ingredients, emphasising any allergenic ingredients.

New and Expectant Mothers

Staff that is a new or expectant mother should notify their line manager as soon as practicable.

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous;
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

Inclusion

The school complies with their policy for SEN, including publishing their information report, and the trust wide behaviour policy. All staff should be familiar with these policies, and any others regarding inclusion alongside any supporting guidance, including training.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.

Supervision of students

Staff will actively promote sensible, safe behaviour to students;

Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school/academy rules;

Students will only be allowed into or stay in classrooms under adult supervision;

Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

Appendix List

Appendix 2 – Driving Policy

Appendix 3 – Accident Reporting and Investigation Procedure

Appendix 4 - Asbestos Management Policy

Appendix 5 - Fire Safety Management Policy

Appendix 6 - Managing contractors

Appendix 7 – First Aid Policy

Appendix 8 – Control of Infections Policy

Appendix 9 - Educational Visits Policy

Appendix 10 - Tree risk management

Appendix 11 – Legionella Policy

Appendix 12 - Supporting Children with Medical Conditions

Appendix 13 - Lone Working Policy

Appendix 14 - Stress Management Policy

Appendix 15 - Promoting Positive Mental Health and Wellbeing Policy

Organisational chart

HEALTH AND SAFETY ORGANISATIONAL CHART

