DISCOVERY
EDUCATIONAL TRUST

Health and Safety Policy

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04-May-21	T Nash	Updates to above clauses to take account of HT feedback.
04-Oct-21	T Nash	Annual review - minor grammatical changes. Removal of HoD/HoF etc. and replace with Responsible Staff Member. Inclusion of Smoke-Free detail (clause 7.36) in line with CHS Smoke-Free Policy (which will become obsolete following approval of H&S Policy).
Oct/Nov-22	P Griffiths/T Nash	Annual Review – minor grammatical and aesthetic changes. Inclusion of Health & Safety Objectives under Statement of Intent. Removal of references to Trust Estate Manager.
Oct-23	T Nash	Annual Review Removed Appendix 1 Accident Form and replaced with reference to SafeSmart throughout document. Added references to HPS throughout document.

Oct-24	P Griffiths/T Nash	Annual Review Amended Owner to Trust Estates Manager. Added reference to School Safety Coordinator throughout (instead of references to SBM and TEM). Added references to EHT alongside HT throughout document. Added references to KHCPS throughout document. Amended Risk Matrix to 5x5 (from 3x3). Added ten-day timeframe to reporting of RIDDOR incidents and added that RIDDOR incidents should be additionally reported to EHT/HT and Director of Operations. Removed reference to mandated attendees at H&S Committee meetings. Added reference to vaping alongside smoking as prohibited activities on School sites.

		Added reference to the DET H&S Policy for Science Departments throughout document. Added new detail to necessary checks for ladders. Amended maximum vehicle speed on School sites to 5 mph (from 10 mph). Added two further neighbouring hospital detail.
Nov-25	C Bamra/P Griffiths	Removed references to EHT throughout document. Replaced references to SafeSmart with iAMCompliant throughout document. Replaced some references to CFOO and DoO with TEM following TEM recruitment in 2025. Revised membership of H&S Committee. Added reference to new Simpler recycling: workplace recycling in England (Gov.UK) guidance in Waste Disposal section. Removed references to redundant policies.

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1. Preface

This Policy makes an unequivocal commitment to high standards of health and safety (H&S) by Discovery Educational Trust (DET) and its Schools (Chase High School (CHS), Hogarth Primary School (HPS), Kelvedon Hatch Community Primary School (KHCPS), Larchwood Primary School (LPS) and St. Martin's School (SMS). Although the Headteachers (HTs) have ultimate responsibility for implementing the Policy, all DET/School employees have an important part to play.

Every Line Manager is responsible for implementing the Policy in their area of responsibility. Every employee must comply with the Policy and cooperate with colleagues to achieve high standards of H&S.

Responsibilities of employees are outlined in this document. Included are arrangements (H&S procedures) for ensuring that the Policy objectives are met.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act, and breach of these duties could lead to prosecution of DET, the Trust Board (TB), the Local School Committees (LSCs) or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

2. Statement of Intent

DET does all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees, visitors and contractors.

DET ensures, so far as is reasonably practicable, that the H&S of pupils and other non-employees, who may be affected by its work activities, is not endangered.

The responsibility for implementing this Policy lies directly and personally with Line Managers, from the HT and Senior Leadership Team (SLT) members, through to every employee.

Copies of the H&S Policy are displayed on the H&S Notice Board at each DET School.

Health and Safety Executive (HSE) confirmations are displayed on the H&S Notice Board at each DET School.

3. Objectives

To implement the Policy, the objectives are:

- To ensure that all activities are carried out safely without risk to health, so far as is reasonably practicable.
- To ensure that there is an effective management system that is in line with Health and Safety Executive (HSE) Guidance Document "Managing for Health and Safety (HSG65)" and is integrated with other operating procedures and processes.

- To ensure that there is an effective system of risk assessment throughout all areas of DET and its Schools, and that such assessments are monitored and updated appropriately and on a timely basis.
- To ensure that there are effective safety procedures covering work activities across all DET and School sites.
- To ensure that all employees are aware of their own personal responsibilities.
- To ensure that all new employees are aware of the H&S Policy and the appropriate H&S procedures to implement it.
- To ensure that all visitors, contractors and suppliers of goods and services comply with relevant H&S requirements.
- To ensure that there are effective means for employee consultation on all H&S issues.
- To provide specialist professional support to Line Managers on all H&S matters.
- To ensure access to specialist help and advice, where necessary, including ongoing advice on changes that may be required to DET/School safety management standards resulting from legislation, approved procedures or British Standards.
- To have and make readily available, when required, detailed H&S information about substances, materials, articles, processes, plant and equipment employed by DET and its Schools.
- To ensure that the Policy is reviewed as required and, at least, annually.

To achieve these H&S objectives, DET/its Schools:

- provide adequate resources to successfully manage H&S at work;
- promote joint consultation and cooperation on matters concerning health, safety and welfare, to ensure opportunities for effective participation by all employees;
- promote the development of a positive H&S culture based on fairness, trust and cooperation, where all accidents and incidents are reported, and lessons learned from mistakes aim to prevent recurrence;
- ensure that the level of risk from all significant H&S hazards is assessed and, so far as reasonably practicable, eliminated or adequately controlled;
- provide appropriate instruction, training, retraining and supervision in H&S to maintain the competence levels of all employees;
- ensure that all employees understand and carry out their H&S roles, and responsibilities;
- ensure effective communication of H&S information;
- continually monitor H&S performance to ensure the implementation and adequacy of this Policy;
- ensure that contractors meet the DET/School H&S standards.

DET and its Schools expect staff, pupils, visitors and contractors, who work at Schools to share this commitment by complying with all policies and procedures, and to understand that they have a legal and moral obligation to themselves and to one another.

4. Organisation and Responsibilities

Trust Board

The TB recognises and accepts its overall responsibility for H&S in DET and its Schools, for the operation of this H&S Policy and for compliance with all statutory requirements and HSE Codes of Practice. Day-to-day responsibility for H&S is delegated to other DET employees as detailed in the following sections.

Headteachers

The HTs are accountable to the LSCs for the implementation of the H&S Policy. They also discharge DET's overall duty as employer. The discharge of these duties is through Line Managers. The HTs are responsible, in particular, for implementing systems, processes and controls to ensure that:

- The H&S Policy is brought to the attention of all employees, and made readily accessible.
- DET/School policies and procedures are available to cover work activities carried out in DET and its Schools.
- Adequate First Aid procedures exist, including the provision of sufficient First Aiders, and that all employees are aware of these arrangements. This should include at times when employees are present outside of the normal hours of DET/Schools.
- Accidents/incidents/near misses are reported using the established procedures, and investigated to prevent recurrence.
- There are effective systems for communication and consultation with employees and H&S Representatives on H&S matters, and reasonable time and facilities are provided for H&S Representatives to undertake their function.
- Training needs are identified, and appropriate arrangements and resources are made available for training to take place.
- Risk assessments are undertaken, as required, in areas and activities of DET and its Schools, and any significant findings are recorded and managed appropriately.
- New employees receive appropriate H&S information and induction training and ongoing H&S training as is relevant to their role.
- A proactive system is in place for ongoing monitoring of H&S procedures.
- Emergency procedures are identified, developed, maintained and practiced throughout DET and its Schools.
- Arrangements are in place for ensuring an effective vetting, selection and management process of contractors.
- H&S matters that cannot be resolved are escalated to the Trust Estates Manager (TEM).
- The HTs and SLTs demonstrate high standards of H&S.

Deputy Headteachers/Assistant Headteachers

In the case of any unplanned or extended absence of the HT, the Chief Executive Officer (CEO) designates a Deputy Headteacher (DHT) or Assistant Headteacher (AHT) to become acting HT during this period.

All DHTs/AHTs have the following specific responsibilities:

- To ensure that all accidents/incidents/near misses are recorded in accordance with this Policy using iAMCompliant.

- To ensure that any incident that comes under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is duly reported and investigated within ten days of the incident, and a record kept.
- By liaising with the HT and School Safety Coordinator (SSC), to ensure that emergency procedures are advised to all employees and pupils, and are practiced on a routine basis in accordance with the frequencies detailed in each specific procedure.

School Safety Coordinator

SSC refers to the following staff:
- HPS, KHCPS and LPS – School Business Managers (SBM);
- CHS and SMS – TEM.

SSC specific duties include:

- Establishing arrangements for dealing with H&S matters such as:
  - The dissemination of H&S information to all employees.
  - Ensuring that accidents/incidents/near misses are investigated, when requested by a member of a SLT.
  - Ensuring that H&S matters raised by employees are dealt with promptly, or referred to SLTs as necessary.
  - Maintaining a central file of H&S procedures.
  - Maintaining School security.
- Coordinating and monitoring all aspects of H&S Policy and practice, and informing the HTs of the findings.
- Ensuring that premises defects (which affect H&S) and other H&S matters are dealt with or, if this is not possible within their authority/budgetary control, ensuring that they are raised with the HT/LSC.
- Attending regular meetings with each of the Local Governors having responsibility for H&S.
- Liaising with the Lettings Officers for overseeing arrangements for lettings.
- Ensuring that all contractors appointed for premises activities are suitably vetted and selected on H&S grounds, and for liaising with contractors (including catering, cleaning, grounds maintenance, equipment maintenance and building work) to ensure that safe working practices are agreed before work commences, and are implemented when the work commences.
- Ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of their School and that contractors are aware of any special risks to children, which might arise out of their work.
- Liaising with any external consultant that their School may wish to appoint from time to time.
- Ensuring that the H&S Policy is implemented in areas and activities for which the SSC is responsible.
- Liaising with relevant Subject Leaders with regard to the operation of all sport facilities in accordance with H&S procedures.
- Ensuring that premises defects are remediated and, where issues involving capital expenditure are needed, to notify the HT accordingly.

- Maintaining an Asbestos Register and ensuring that the asbestos surveys are regularly reviewed and updated.
- Ensuring that an annual inspection programme of asbestos, as per the Asbestos Register findings, takes place.
- Ensuring that the fire risk assessment and other significant premises-related risk assessments are completed, addressed and monitored.
- Ensuring that legionella and water assessments are completed, and that safe working and maintenance procedures are in place to ensure effective risk management.
- Ensuring that emergency procedures are determined, recorded and practiced (including Fire Drills).
- Maintaining and testing the fire alarm system, and recording the results in the Fire Register.
- Undertake accident/incident/near miss investigation and prevention and make recommendations to their H&S Governor, for onward reporting to the LSCs.
- Identify H&S training needs and arrange/undertake these, as appropriate.
- Assess the work environments, at least, on a termly basis and report to their H&S Governor, for onward reporting to the LSCs.
- Undertake proactive monitoring, preparation and coordination of H&S audits and monitor safety by termly inspections.

Trust Estates Manager Responsibilities

- Ensure that DET Schools are compliant with all legal obligations in respect to H&S.
- Support SSCs, other responsible staff and individual employees in undertaking their responsibilities in respect to H&S.

Responsible Staff

Key staff, for example, Heads of Department (HoD)/Heads of Faculty (HoF), are responsible, so far as is reasonably practicable, for implementing the H&S Policy within their Department/Faculty.

In particular, they are responsible for ensuring that:

- So far as is reasonably practicable, activities under their control are carried out safely and without risk to health.
- Risk assessments are completed, recorded and shared for all areas and activities in their remit and safety measures implemented accordingly.
- The implementation of the H&S Policy is properly monitored in their area of responsibility; carrying out inspections of the workplace and equipment as required.
- Employees are consulted on H&S issues.
- Training needs are identified for employees under their management and arrangements are implemented to ensure that they are adequately trained, informed, instructed and supervised.
- Procedures, appropriate, to the Curriculum Area, are brought to the attention of all employees in the Area.
- Procedures are complied with and appropriate safety signs or notices are displayed.

- All accidents/incidents/near misses occurring in the Area are reported using iAMCompliant.
- Reasonable arrangements for allowing H&S Representatives to carry out their functions are complied with.
- Employees are aware of fire and other relevant safety and emergency procedures.
- New employees receive all appropriate H&S information/training, including departmental safety procedures.

Class Teachers

The safety of pupils is the responsibility of the Class Teacher. This also applies to Early Career Teachers (ECT), who must be made aware of their responsibilities by their Line Manager, Mentor or Induction Tutor.

A Class Teacher is expected to:

- Know the emergency procedures in respect of Fire and First Aid and the special safety measures to be adopted in their own teaching areas, and to ensure that they are applied.
- Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety.
- Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of Fire and First Aid and the special safety measures of the teaching area; this includes ensuring that the pupils' care plans are read, understood and implemented where there are special educational, medical, physical or emotional needs.
- Give clear instructions and warnings as required (notices, posters, handouts are not enough).
- Ensure that pupils' coats, bags, cases etc. are safely stored and not left in walkways.
- Identify and arrange for protective clothing, guards, special safe working procedures etc., when necessary.
- Be familiar with risk assessments appropriate to the work activity, and the consequent protective and preventative measures. If there is no risk assessment for work activities where there is a risk to anyone's H&S, the Class Teacher must raise the matter with the appropriate responsible staff member. In many cases, the risk assessment is implicit in the procedure.
- Assist in relieving pupil congestion in corridors and stairwells by:

    - Always attempting to release a class punctually;
    - Before releasing a class, always checking the situation in the corridor/stairwell;
    - When clear (not congested), escorting a class to the stairwell;
    - Remaining in the corridor/stairwell areas until any congestion is relieved.

Mid-Day Assistants/Duty Staff

Mid-Day Assistants/Duty Staff are responsible for the safety of pupils during break-times and at lunchtime. They must exercise effective supervision of pupils and know the procedures in respect of Fire and First Aid.

All Line Managers

All Line Managers are responsible for ensuring that the H&S Policy is complied with and that all necessary arrangements have been implemented in their areas of activity.
The Line Managers' direct responsibility for H&S is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the H&S implications of that decision.

Additionally, they are responsible for ensuring that work activities under their control are carried out safely and without risk to health, so far as is reasonably practicable. Line Manager responsibilities include:

- Monitoring the implementation of the H&S Policy in their area of responsibility.
- Carrying out inspections of workplaces and equipment.
- Ensuring that accidents/incidents/near misses are investigated and reported.
- Ensuring that employees under their management are aware of their responsibilities for H&S.
- Making suitable arrangements for consultation with employees and H&S Representatives.
- Ensuring that employees under their management are adequately trained, informed, instructed and supervised.

School Nurse (or other employees assuming those responsibilities)

The responsibility of the School Nurse, or other employees assuming those responsibilities, is to effectively take charge of the day-to-day health of each child within the School and to ensure that effective First Aid arrangements are in place and operational for the whole School. They do this by:

- Identifying First Aid training needs, First Aiders and First Aid equipment throughout the School and advising the HT of any resourcing requirement.
- Overseeing the initial response and management of First Aid/medical emergencies within the School, as required.
- Ensuring that effective clinical infection procedures are in place in the Medical Room/area to prevent cross contamination.
- Ensuring that effective procedures for management of sharps are in place.
- When provided by care givers for pupil use, ensuring that effective and safe storage, management, use and disposal of medication procedures are in place.
- Reference should also be made to each School's First Aid Policy.

All Employees

All employees have the following responsibilities:

- To take reasonable care of their own H&S and that of all persons affected by their acts or omissions (things they do or fail to do).
- To cooperate with the School and LSC, so far as is necessary, to enable the School to meet

its responsibilities for H&S.
- To use work equipment correctly and in accordance with instructions and training.
- To inform a Line Manager of any work situations, which represent a serious and immediate danger to H&S, and of any other H&S situations, which are causing them concern. Also, to notify a H&S Representative so that this can be monitored and raised with the H&S Governor for onward reporting to the LSC.
- To report any accidents/incidents/near misses, which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.
- To complete all H&S training required by DET.

5. Health & Safety Representatives and Consultation Arrangements for Health & Safety

Employee H&S Representatives

The LSC ensures, via SLT, the effective joint consultation on H&S matters with H&S Representatives. To ensure this, there is a meeting once per term where the HT, SSC and employee H&S Representatives meet to consult and discuss H&S issues. Ex-officio members may be invited as appropriate (e.g. technical specialists, Local Governors etc.).

The following is discussed at a minimum:

- Accidents/incidents/near misses and their management, including changes made as a result.
- Fire safety standards and other emergency procedures and drills.
- Risk assessment arrangements/developments.
- H&S training requirements/arrangements.
- Changes in H&S procedures within the School.
- Changes in H&S legislation/HSE guidance etc. and how the School should address them.
- Changes in technology/equipment and effects on H&S of employees and pupils.
- Safety planning of school events and trips and review of such events that have recently occurred.

6. Health & Safety Advice

Essex County Council (ECC) Risk Management Consultancy Service has been appointed to assist in undertaking protective and preventive measures.

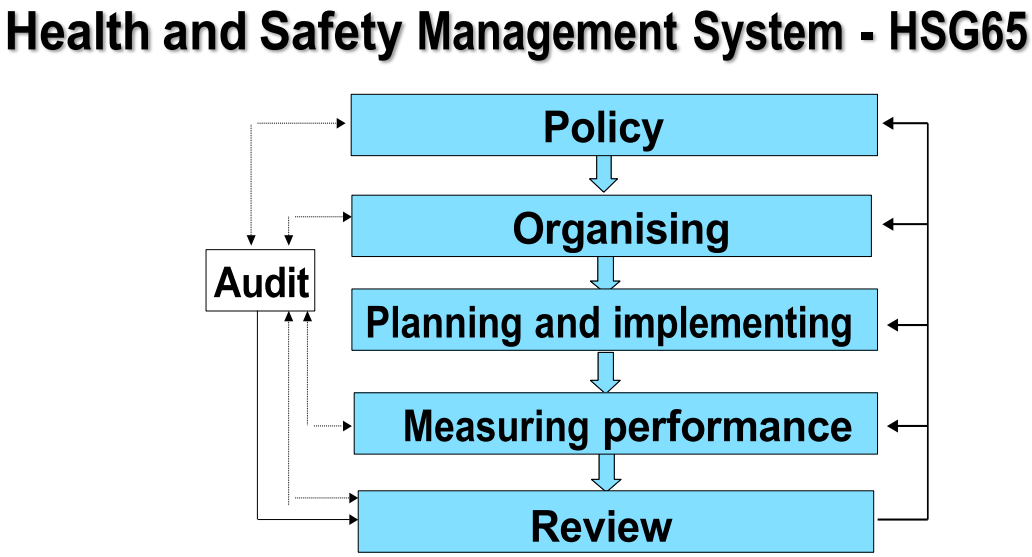
7. General Arrangements for Health & Safety

Health & Safety Procedures

Procedures reflect the Schools' H&S commitment for implementing the H&S Policy objectives. These are derived from specific legal requirements and guidance from the HSE, Department for Education (DfE) and the ECC Risk Management Consultancy Service.

These procedures are detailed in the following section.

The general arrangements for managing H&S have been designed to reflect the HSE Guidance Document HSG65 “Managing for Health and Safety”, as per the diagram below:



Records to demonstrate compliance with the H&S Policy are kept as below:

Accident/Incident/Near Miss Reporting and Investigation

Any accident/incident/near miss, however minor, should be reported to the SSC via input to iAMCompliant. All incidents are routed to the SSC and then to the TEM for review.

Pupil Reporting

Pupils may report accidents/incidents/near misses either directly to Reception, their Year Office or to any available SLT member. Any employee, who receives a report of an accident/incident/near miss from a pupil, must ensure that it is recorded in-iAMCompliant for the SSC to review and investigate.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The SSC manages any injuries, diseases or dangerous occurrences, which are ‘reportable’ under RIDDOR and notifies the CEO, the CFOO, the HT and the TEM of any such reporting as soon as possible.

Accident/Incident/Near Miss Investigation

All accidents/incidents/near misses must be investigated, as appropriate, to identify any failures in the management of H&S. Where necessary, reports are submitted to the LSC. Findings from the investigation are recorded and actioned by the SSC.

Where significant changes in policy, standard or capital expenditure are required, these are taken to the Audit and Risk Committee (ARC), for it to make a recommendation to the TB.

A Local Governor from the LSC meets termly with the SSC in order to identify any causes that might be remedied. At the same time, results from termly H&S monitoring initiatives are reviewed to establish if there is any link that can be identified to improve H&S standards.

Summary information relating to hospitalisations and RIDDOR incidents is provided to ARC on a termly basis.

Asbestos

In order to meet DET's duty to manage any asbestos on its premises in order to prevent exposure, the following is ensured:

- That asbestos surveys are completed for all parts of the premises and records kept (held in the Site offices).
- That there is a record of where the asbestos or presumed asbestos is located, together with its condition and that this record is kept in an Asbestos Register.
- That appropriate action is taken to ensure that any asbestos containing material (ACM) cannot be disturbed, e.g. removed, encapsulated etc.
- That an Action Plan is implemented in order that the Asbestos Survey is regularly reviewed, at least, annually, and updated where relevant.
- That contractors or others, who may encounter ACM during refurbishment or other works, are handed a copy of the Asbestos Register by the Site Team/SSC before they commence work.
- That any large capital work has a H&S Plan in line with the Construction (Design & Management) (CDM) Regulations 2015, which identifies and proactively manages potential contact with ACM.

Communication/Consultation Arrangements

The following arrangements are in place to ensure effective consultation and communication on H&S issues:

- The LSC meets termly with the SSC to examine the reports of accidents/incidents/near misses with a view to identifying any causes that might be remediated. The LSCs also review the key findings from H&S monitoring initiatives and provide guidance on forward planning and implementation for safety, in line with the HSG65 management model (refer diagram in Section 7 above – Health & Safety Procedures).

- The Schools' H&S Committees meet termly. The Committees' purpose is to ensure an effective mechanism to enable two-way communication and consultation with employees on the following issues:

    - H&S legislation, standards and the Schools' arrangements for implementation.
    - H&S training needs.
    - Accident/incident/near miss statistics and ongoing measures to improve performance.
    - Changes in systems, technology or equipment that impacts H&S.
    - Risk assessment status and ongoing plans/targets for assessment.

- Safety audit/monitoring arrangements, feedback and ongoing plans for improvement.
- Employee H&S Representative input/feedback on H&S issues.

- The Committees comprise the following:

  - One member from each relevant faculty, for example, PE, Science, Technology, Creative Performing Arts, Hair & Beauty;
  - Educational Visits Coordinator;
  - SSC;
  - TEM (where TEM is not the SSC);
  - Site Manager;
  - Designated member of SLT (Wellbeing);
  - Governor (H&S Link Governor, Observer);
  - Chief Financial and Operations Officer (CFOO).

  Note: those members underlined in the above list are mandated attendees.

- H&S Policy/appendices are stored on the local resource area for each School for easy access of employees.
- A H&S Notice Board is displayed in all DET Schools.
- A detailed H&S Report, using the SafeSmart compliance application, is submitted to ARC on a termly basis.

Contractors and Visitors

DET and its Schools are liable for any actions by visitors and contractors to School premises that impact H&S. To ensure that suitable contractors are selected and appointed, the following is actioned:

- All contractors are suitably vetted and selected for the work, which includes details of H&S management (via the SSC).
- Large tenders are vetted via Constructionline/Contractors Health & Safety Assessment Scheme (CHAS) or other similar system.
- An "Approved Contractor List" is maintained detailing those contractors, who have been checked and confirmed as suitable.
- All contractors have suitable insurance cover in the event of an accident/incident/near miss whilst on School premises. This is checked by the SSC.
- Contractor activities on School premises whilst lessons are in progress are minimised.
- All contractor activities are monitored to ensure that acceptable H&S standards are being maintained.

General Rules

Employees must direct all visitors, including contractors, to the School Reception in the first instance. Visitors are briefed on the hazards and procedures in the workplace and told of any rules that may affect them in the relevant area(s) that they are to visit. These rules are:

- An employee must escort visitors around the building, unless they are regular visitors and are familiar with School site rules.
- Contractors are responsible for maintaining their work equipment in safe condition and in safe areas at all times.
- All waste produced by contractors on School premises must be stored in suitable receptacles, in a safe location and removed from site by the contractor.
- Any contamination by oil, paint, thinners or other chemicals must be notified to the SSC and School Site Team as soon as possible.
- Contractors carrying out work on the premises are fully briefed on the hazards and procedures that apply in the relevant work area.
- Contractors must supply a copy of their H&S Policy and details of any process that could be hazardous to employees and pupils. When using chemicals or other substances that fall under the Control of Substances Hazardous to Health Regulations (COSHH), contractors must check with the SSC to ensure that these are acceptable for use at the Schools. All contractors are responsible for completing their own COSHH process assessments.
- If using steps, ladders, scaffolding etc., contractors must take all proper precautions, including providing enough employees to erect and correctly use such equipment.
- Contractors and visitors may not smoke or vape anywhere on School premises under any circumstances, at any time. Refer also to Smoking clause below.

Disabled Access and Equality

DET Schools make reasonable adjustments to allow access to employees and visitors with physical, sensory or mental impairments, e.g. ramps fitted where there are steps, walkways made wide enough for a wheelchair, handrails where there are a number of steps, or uneven ground etc.
DET and its Schools do not discriminate during recruitment and ongoing employee development because of impairment. All reasonable adjustments are made to enable a person to work, e.g. a lower desk for a wheelchair user.
Any employee, who has an impairment, which is being made more difficult by the work or work environment should report this to their Line Manager so that an assessment can be undertaken to identify what adjustments are needed to accommodate individual needs.

Display Screen Equipment

Any employees, who use Display Screen Equipment (DSE) as part of their employment are deemed a user and are, therefore, required to undergo a H&S workstation assessment. They are also covered by DET policy on eye tests and provision of glasses (refer Staff Handbook).

All DSE users receive a workstation assessment to identify if there are any hazards that could cause or contribute towards discomfort or safety. These assessments are completed, initially, with a self-assessment form, which is issued and then reviewed by the SSC and referred to the relevant School Network Manager. Problems related to provision of equipment and workstation layout are, initially, addressed by IT.

Issues relating to environment and furniture are forwarded to the SSC. Health issues are referred, initially, to the School Nurse, or other employees assuming those responsibilities, who liaises with

the Line Manager regarding any ongoing treatment or action.

The SSC completes DSE assessments where the initial self-assessment identifies problems. The DSE assessment undertaken by the SSC includes an assessment of chair/desk/PC and whether any additional equipment is required. Referrals are made to Occupational Health and/or Access to Work if necessary.

Information and training are given to employees to help minimise any risks to health, safety and welfare.

Pupil Safety and Computer Use

All computer suites are set up by the IT technicians to meet ergonomic recommendations. Schools strive to provide equipment and furniture that enables adjustability to meet relevant guidelines for adjustability and ergonomics to enable comfort.

Pupils are taught the principles of good posture, comfortable workstation layout and how to plan work so that short and frequent breaks can be incorporated without disrupting workflow or tuition.

Tuition and guidance on safe use of computer equipment is included in curricula activities for all pupils.

Eye Tests

Any employee considered a "user" of DSE is entitled to an eye test at DET/School expense. Employees, i.e. not temporary or contract personnel, who require an eye test must obtain authority from the HT or a SLT member, before an eye test is arranged.

A maximum contribution of £40 is payable to users of DSE, where the occupational eye examination shows that glasses are required *specifically* for DSE use, i.e. not general use.

Employees should contact their Finance Team to arrange reimbursement on production of a receipt.

Electrical Equipment

To ensure the safety of employees, pupils and premises, the following is ensured:

- That the circuitry is tested in accordance with BS 7671, at least, every five years. Records are kept by the SSC.
- That any electrical contractors are competent and working to the current standards set by the National Inspection Council for Electrical Installation Contracting (NICEIC), i.e. 18th edition qualified.
- That circuit breakers and other protective devices are fitted in the electrical system, where relevant. All science and technology rooms are automatically fitted with this equipment to enable safe use during lessons. Refer also to the DET H&S Policy for Science Departments.
- That portable electrical equipment, i.e. anything with a plug, undergoes regular visual

inspection and periodic electrical testing arranged by the SSC or designated person. Items with high portability, e.g. kettles, are tested annually and those with low portability, every three years.

- That teachers and technicians undertake visual checks before issue of any equipment and report problems to the SSC.
- That electrical equipment brought into the Schools conforms to required standards.
- That personal items of electrical equipment are not permitted on site unless they have been electrically tested (Portable Appliance Testing (PAT)) and approval has been obtained from the SSC.

Fire Precautions

To ensure optimum standards of fire safety, the following is ensured:

- That a fire risk assessment is completed, reviewed and updated annually. The SSC oversees this.
- That fire alarm and detection equipment is installed where appropriate and maintained to BS 5389
- That firefighting equipment is installed and serviced annually.
- That all employees are trained in fire safety arrangements for their workplace, which includes actions to take in the event of a fire.
- That emergency evacuation procedures are determined, documented and tested regularly.
- That fire drills occur at termly intervals in line with the Evacuation Procedure.
- That suitable personnel, i.e. Fire Marshals, are appointed and trained to coordinate an emergency situation. The SSC manages this.
- That fire safety signs are prominently displayed.
- That evacuation procedures include arrangements for disabled personnel and visitors.
- That Personal Emergency Evacuation Plans (PEEPS) are devised for those, who require assistance in evacuation/have special needs. This is achieved by:

    - Admissions identifying those pupils, who may need assistance.
    - Human Resources (HR) during the enrolment/induction process of employees or following a change in an existing employee's health status.

- That fire extinguishers are at convenient places throughout the premises. Their positions are clearly indicated by signs. A competent contractor maintains these regularly.
- That green and white signs, incorporating a pictogram of the "running man", indicate designated Fire Exits. Employees should be aware of the location of Fire Exits and should never block any Fire Exit doors or passageways at any time.
- That fire safety notices are displayed around the premises. These must be read and understood. Fire drills are conducted termly to reinforce these instructions.
- That records of fire drills are kept in the Fire Register.
- That the Fire Alarm system is maintained by a specialist contractor and tested weekly by the School Site Team, using a different call point on each occasion. A record is kept in the Fire Register, which is held by the Site Manager.

First Aid

Each DET School has a bespoke First Aid Policy that is reviewed by the Audit and Risk Committee annually.

Designated First Aider(s)

Information is available at each School and on local resource areas. Refer also to the School First Aid Policies.

Location of First Aid Boxes

Information is available at each School and on local resource areas. Refer also to the School First Aid Policies.

Local Hospitals with a Casualty Unit

Refer to Appendix 1. Refer also to the School First Aid Policies.

Hazardous Substances and Processes including Dangerous Substances in Explosive Atmospheres

The Schools are fully compliant with the Control of Substances Hazardous to Health Regulations 2002 and Dangerous Substances in Explosive Atmosphere Regulations 2002 (DSEAR).

Assessments of all processes and working areas that use or store hazardous and explosive substances are undertaken, and specific procedures and recommendations for a particular work process that involves a degree of risk to individuals, are issued.

COSHH and DSEAR assessments are held in the Site Offices as a central record, and specific departments hold their own assessments.

Assessments for Science Departments are based on the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPPS) guidance, and it is the HoD (CHS)/HoF (SMS) (Science) responsibility to ensure that they are completed, kept current and implemented. This responsibility would sit with the AHT at HPS and LPS. Refer also to the DET H&S Policy for Science Departments.

Petrol and diesel are limited to 20 litres storage and is kept in the Caretaker's store in a metal cabinet at SMS. No petrol or diesel is stored at CHS, HPS, KHCPS or LPS.

Assessments for substances used for general cleaning, maintenance etc. of the School premises, including the swimming pool, are completed and managed by the SSC.

Radiation Protection Advice (RPA)

HoD (CHS)/HoF (SMS) (Science) has responsibility for Radiation Protection compliance. Refer also

to the DET H&S Policy for Science Departments.

The Schools use radioactive sources at a level that require the services of the Radiation Protection Service provided through ECC H&S Advisory Service.

ECC H&S Advisory Service provides RPA.

The role of Radiation Protection Officer (RPO) for all Schools is undertaken by a specialist service purchased from the ECC Corporate Health & Safety Team.

Safety Signage

Employees must familiarise themselves with typical safety signage and hazard symbols expected on the products that they handle during the course of their employment. Typical hazard symbols are detailed below:



Toxic



Corrosive



Flammable

Spillage

Do not allow spilled liquids to enter the drainage system. Remove sources of ignition and ventilate the area naturally.

Contain and collect the spillage with non-combustible absorbent materials.

Identify the product and report to the SSC. The correct method of disposal should be identified and carried out according to the Environmental Protection (Duty of Care) (England) (Amendment) Regulations 1991 (amended 2003), and The Hazardous Waste (England and Wales) Regulations 2005. The relevant safety data sheet for the product may provide useful advice and guidance following spillage.

Housekeeping

Poor housekeeping is one of the most common hazards that cause or contribute towards accidents/incidents/near misses at work. To maintain housekeeping at a high level:

- The premises are cleaned daily during term time.
- The premises are deep cleaned during School holidays.
- Suitable waste receptacles are provided and are emptied frequently.
- Suitable storage areas for waste, including bulk items of waste, are provided.

- A safety inspection/risk assessment is undertaken every term.

Checking of Equipment

All equipment must be carefully checked before use. Defective items must not be used. Any defect must be notified to the SSC, who arranges for investigation and corrective action in liaison with the Department Technician and the TEM (as relevant).

No employee may climb ladders or stepladders without a helper to provide assistance and stability. Any work over six feet needs to be preceded by a specific risk assessment completed in liaison with the SSC. The SSC must ensure that all ladders are subject to regular documented safety checks.

Cleanliness

All employees are responsible for keeping their work area clean and tidy. All waste must be placed in the containers provided and cleared daily.

Marking and Keeping Clear of Gangways, Exits etc.

All gangways and marked Fire Exits must be kept clear and ready for use. All vehicles must be correctly parked. Care should be taken not to block Emergency Exits.

Safe Stacking and Storage

If it is necessary to stack any item, an individual must ensure that there is:

- A firm level base;
- The stack is not so high that it becomes unstable;
- The racking is suitable;
- All products must be stored as instructed by the manufacturer.

Waste Disposal

All waste materials must be stored in the specific containers provided. Only licensed waste carriers, selected by the SSC, may remove waste from School premises. The SSC ensures that carriers are licensed.

The appropriate method of waste disposal is used in accordance with the Environmental Protection (Duty of Care) (England) (Amendment) Regulations 1991 (amended 2003), The Waste (England and Wales) Regulations 2011 and The Hazardous Waste (England and Wales) Regulations 2005. All waste documentation is kept for, at least, three years.

From 31 March 2025, all commercial premises are responsible for separating food waste from general waste (Simpler recycling: workplace recycling in England (Gov.UK).

Wherever possible, waste products are sent to a suitable body for reuse or recycle.

Lifting Equipment

All lifting equipment that is designed to support people, undergoes quarterly servicing and six-monthly statutory test and examination.

All other mechanical/hydraulic lifting equipment undergoes quarterly servicing and annual statutory test and examination.

All maintenance and testing are managed by the SSC.

Manual Handling

The design and layout of classrooms/workplaces eliminates or reduces, as far as is possible, activities that involve manual handling.

Where manual handling cannot be eliminated, activities that involve risk to employees or pupils are identified and an assessment completed so that suitable safety measures can be implemented. Responsibility for ensuring these assessments are completed are:

- Curricula areas and activities – Responsible staff, e.g. HoD/HoF;
- General school premises, furniture movement and deliveries – Site Manager.
- Training is given to those, who undertake hazardous manual handling activities.

Manual Handling - General Guidance

- Anyone undertaking manual handling, whether on a frequent or occasional basis, must ensure that they assess any lifting operation according to the following criteria:
- Task: Twisting, stooping, excessive movements, repetitive movements, frequent movements all increase risk (seek to minimise these, e.g. by redesigning how the job is undertaken).
- Load: Heavy, bulky, unpredictable, unstable loads can cause jolts to the back. The load must be checked before it is lifted.
- Working Environment: Temperature, flooring, lighting and posture constraints can cause difficulties when moving loads around.
- Individual Capability: Unusual capability required, pregnant worker, poor health, pre-existing health problem, e.g. bad back. Anyone with a health concern must not undertake manual handling, and should report the health condition to a Line Manager.
- If in doubt, individuals must seek advice from a Line Manager. If there are problems with tasks, these must be reported to the Responsible Staff member, e.g. HoD/HoF.
- An individual must not undertake any manual handling task that does not feel safe to complete. An individual must not put themselves at risk.
- Make full use of any lifting or carrying equipment provided.

Monitoring/Inspections for Health & Safety

The SSC and Local Governors with responsibility for H&S carry out inspections of Schools termly.

An internal audit of H&S arrangements and procedures is carried out annually by the SSC using a

checklist provided by ECC Education Department H&S Advisory Service. A report on the audit is made to the LSCs by the HT or Local Governor with responsibility for H&S so that priorities for improvement and necessary resources can be identified, agreed and added to the Schools' Action Plans. A report is also provided to ARC on a termly basis.

All accidents/incidents/near misses are investigated, as appropriate, to identify any failures in the management of H&S. Where necessary, reports are submitted to the LSC on a termly basis.

A representative of the LSC meets termly with the SSC to examine the reports of accidents/incidents/near misses and other monitoring activities.

In addition to the above, routine inspections of the following equipment are carried out by the SSC or Competent Person, as required. Details of all inspections are maintained at all Schools:

- PE equipment;
- Fire extinguishers;
- Portable electrical appliances;
- Fire alarms;
- Emergency lighting;
- Lightning conductors;
- Heating appliances;
- Hot and cold-water systems;
- Kilns.

Other routine inspections are detailed in specific procedures, e.g. fume cupboards.

The SSC monitors all premises-related matters. The SSC acts on behalf of the LSCs for building work carried out on the premises. This involves selecting suitable contractors, ensuring the coordination of their work, and that of the Schools, and monitoring compliance with appropriate standards of H&S.

Noise

Noise exposure from equipment and activities throughout all Schools is monitored to ensure that employees are not exposed to noise levels that are harmful to health.

Where there is reason to believe that statutory noise levels are being met or exceeded, the following actions are taken:

- Arrange for an assessment to be conducted to determine the risk.
- Agree sensible measures to reduce the exposure to employees and pupils so that the noise level is below these statutory levels.

It is recognised that, in some classes, it is necessary to produce high levels of noise, but these are likely to be of sufficiently short duration so as not to cause harm to health, e.g. music lessons.

Responsibility for monitoring noise levels rests with:

- Curricular Areas – Responsible Staff, e.g. HoD/HoF.
- General School – the SSC.

Pregnant Workers

The health, safety and welfare of any "new and expectant mother" is taken account of by assessing risks in the work activity that these individuals are involved in. This assessment is arranged on a one-to-one basis, when the employee provides written notification of the pregnancy. Full account is taken of confidential requests.
The term "new or expectant mother" is defined as an employee, who is pregnant, who has given birth within the previous six months, or who is breast-feeding.

The risk assessments for new and expectant mothers must be kept under review during the pregnancy, i.e. following antenatal visits. Any significant risks are reduced to a satisfactory level. The SSC ensures that pregnant worker assessments are completed using the ECC template.

Risk Assessment

The SSC ensures that risk assessments are completed for all School key activities and areas. These assessments are recorded using the School Risk Assessment Template. (Appendix 2).

All assessments must be reviewed regularly, and, at least, annually.

A report of the assessments that have been completed, reviewed or updated is made to the SSC on a termly basis, for discussion at the H&S Committee meetings.

Responsibility for ensuring assessments are completed:

○ **School Area**	• **Responsibility**
• Curricula activities/Areas	• Responsible Staff, e.g. HoD/HoF
• General School premises	• SSC/Site Team
• Caretaker/maintenance	• Site Manager/Site Team
• PEEPs/Safety assessments for pupils with Special Needs	• Special Educational Needs and Disabilities Coordinator (SENDCo)

The SSC undertakes a termly review of the status of risk assessment completion and reports to the LSCs via the HT.

Smoking

It is DET policy that all workplaces are smoke-free and that all DET/School employees have a right to work in a smoke-free environment.

Smoking and the use of Electronic Cigarettes or E-cigarettes, Personal Vaporizers (PVs) and Electronic Nicotine Delivery Systems (ENDSs) battery-operated devices that mimic tobacco

smoking is prohibited throughout all DET sites (including grounds) with no exceptions. This also includes School vehicles.

Non-Compliance – DET disciplinary procedures are followed if a member of staff does not comply with this smoke-free policy. Those, who do not comply with the law relating to smoking, are also liable to a fixed penalty fine and possible criminal prosecution.

Smoking Breaks – members of staff, who wish to smoke, must do so in non-work time. Where staff need to take a smoking break, they may, at the discretion of their Line Manager, take unpaid breaks. These breaks must be subject to the exigencies of the service and Line Managers should oversee these arrangements to ensure that they are not abused to the detriment of non-smoking staff.

Where smoking breaks are taken by staff, these may not be held in an employee's car on the School site, nor taken within the immediate vicinity of any DET School entrance/site.

Employee Induction and Health & Safety Training

All employees undergo an induction programme to familiarise them with certain aspects of DET/School policies, procedures and work areas. This is arranged via the Line Manager, using the individual School's induction process.

The Line Manager of the employee is responsible for ensuring that a record of induction training is maintained and held in the individual's personnel file.

H&S needs are identified via:

- Review of statutory requirements for training;
- Employee appraisals and feedback;
- Discussions with Local Governors at relevant meetings.

Any employee requesting H&S training should contact the SSC in the first instance.

H&S training is included in employee Continuing Professional Development (CPD) sessions as well as via specific training for individuals, where this is identified.

Vehicle Movements

Employees should be aware that there are serious risks associated with moving vehicles around DET/School sites. The primary hazards are collisions with pedestrians and collisions with other vehicles or property. To reduce the risks involved in this activity, employees should observe the following control measures:

- Vehicle movements should not exceed five miles per hour whilst on DET/School premises.
- All reasonable precautions to separate vehicles from pedestrians are taken, by use of the following:

- Designated walkways;
- Clearly marked parking bays;
- Speed limits and speed bumps, where appropriate;
- Notices and warning signs.

A risk assessment is undertaken to identify where the hazards exist and what precautions are necessary. This is maintained by the SSC or designated person.

Work at Height

Work at height is avoided, wherever possible. Where this is not possible, a visual assessment is carried out to identify work equipment that can be used, or other measures that can be implemented to prevent falls from height.

Where the risk of a fall cannot be eliminated, work equipment or other measures are used to minimise the distance and consequences of a fall, should one occur.

The Line Manager is responsible for identifying what measures may be needed, and for communicating these. Where additional resources are necessary, the Line Manager is responsible for dealing with these or requesting additional resources from the SSC.

Any work that could result in a person falling a distance liable to cause personal injury, must be subject to a formal and documented assessment.

Violence at Work

Violence at work can take many forms. The most obvious example is direct assault upon an employee or pupil by a member of the public; however, threats, sexual and racial harassment, verbal abuse and malicious damage to property are all forms of violence.

The law states that employees are entitled to reasonable protection against violence at work. The general framework is contained in the Health & Safety at Work Act 1974 Section 2 (1), which sets out the general responsibility of employers for H&S at work.

“It shall be the duty of every employer to ensure, so far as it is reasonably practicable, the health and safety at work of all his employees.”

Security Organisation

The LSCs do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all employees, pupils and visitors with respect to security.

The responsibility for implementing this Policy lies with all employees, pupils and visitors in line with the areas of responsibility outlined in Section 4 above.

Pupils and employees are encouraged to be diligent around the Schools in respect of intruders.

Security Systems

Employee Training: The Schools ensure that employees understand the systems that are used through induction and handbooks. Employees are required to provide employers with regular risk assessments and information regarding security hazards using the reporting and monitoring systems described in this Policy.

Close Circuit Television (CCTV) is currently in place at many strategic points around the Schools. The Schools continue to monitor the ongoing need for increasing the provision of CCTV.

The Schools have placed signs at strategic points to "advertise" that the premises are monitored by CCTV.

The Schools operate a visitor badge identification system. This requires all visitors to DET and the Schools to sign in and out and wear an official school badge, which identifies them.

Each School has a comprehensive "Emergency Action Plan" that provides contingency arrangements and procedures in the event of "serious occurrences" on the School's premises. A "serious occurrence" may relate to a security risk or hazard.

The Schools have a dedicated "Incidents Log", which is used to monitor the levels of risk and evaluate the effectiveness of the security measures in place.

Bomb Threat

The consequences of such an incident in DET/Its Schools could be serious. It is imperative that all staff understand what to do in the event of a bomb threat to ensure the safety of everyone including staff, pupils and visitors.

In the case of a bomb threat, the police should be called immediately. The HT, or member of SLT in their absence, implements the procedure. Staff receive the necessary training and clearly understand the procedure to follow for any bomb threat.

Knife, Gun and Violent Crime

All policies are regularly updated to reflect DET/its Schools' zero tolerance approach.

Secondary phase pupils (at CHS and SMS) are communicated with on a regular basis to reinforce the zero-tolerance approach, given crime prevention information and education around related issues.

Primary phase pupils (at HPS, KHCPS and LPS), specifically those in Years 5 and 6, are communicated with as is appropriate and as occasion warrants.

Metal Detector and Offensive Weapons

DET and its Schools reserve the right to take all reasonable steps to ensure that knives and other such articles are not brought onto any premises. This may involve the use of a metal detector.

All staff, pupils and visitors have the right to work within a safe, well-ordered and supportive

environment, where effective learning can take place. Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. Any action that does not allow staff to work, pupils to learn, or is clearly disrespectful of people or property is challenged.

The main focus is to persuade pupils not to carry a weapon by educating them, especially with regards to resolving conflict without the use of weapons. This also includes the dangers and the illegality of carrying weapons and the penalties that may be imposed if the law is broken.

Where members of staff suspect that a pupil is carrying a weapon, they can seek to allay their concerns by questioning the pupil. If questioning a pupil confirms the suspicion that a weapon is being carried, the pupil is asked to surrender the weapon. Should an individual refuse to surrender a weapon, and, where it is safe to do so, they are removed from the premises and the police and their parent/carer is called. Staff should remind the pupil of the key points of DET and its Schools' policy and rules.

DET and its Schools reserve the right to ask pupils to pass through a metal detector arch or to be searched by use of a hand-held metal detector whilst on its premises. This may well be done as part of an ad-hoc exercise and guilt should not be inferred. Refusal results in the pupil being refused entry to School premises and being asked to attend a meeting with two members of staff to discuss the reasons for refusal.

Possession of Offensive Weapons

Where a person is suspected of being in possession of an offensive weapon, DET and its Schools take all appropriate steps to ensure the safety of its pupils, staff and the wider community. This follows the guidance issued by the DfE on Searching, Screening and Confiscation, July 2022 and involves parents/carers and, if necessary, the police and other relevant agencies.

8. Health and Safety Management Arrangements for Young Persons

DET and its Schools acknowledge that young people may need extra supervision and, as an employer, DET/School must consider that these young people are likely to be inexperienced, unaware of H&S risks and physically and mentally immature (refer below bullet points). These arrangements have been produced by following The Health and Safety (Young Persons) Regulations 1997, HSE Young Workers Guidance for Employers and other legislation.

- Inexperience;
- Lack of training;
- Unfamiliar surroundings;
- Being too embarrassed to ask questions;
- Being unable to recognise an unsafe act or condition;
- Physical capability

Definition(s)

- A "Young Person" is anyone up to 18 years of age. Consideration should also be given to

anyone up to the age of 25 years of age dependent on previous work history, experience and the work activities they are expected to undertake.
    - A “risk assessment” is simply a careful examination of what, in the workplace, could cause harm to people, enabling a decision as to whether sufficient precautions have been taken, or whether more could be done to prevent harm.
- A “hazard” is anything that has the potential to cause harm.

Manager Responsibilities for Young People

Line Managers at all levels within DET and its Schools ensure that this Policy is applied consistently within an area of responsibility, ensuring that:

- A suitable and sufficient risk assessment is in place prior to any young person starting work. There may not be any need to carry out a new risk assessment, providing that the current risk assessment considers the range of characteristics of young people and the work activities, which present a risk to their wellbeing and H&S.
- The parents/carers of any pupil (and employee) below the minimum school leaving age (16) know the key findings of the risk assessment and the control measures taken **BEFORE** the young person starts work/work experience; this needs to be in writing and can be via the School or work experience agency.
- All young people take part in the School induction and receive a local induction from their Line Manager.
- Young persons on work experience receive a local induction and instruction on emergency procedures and online training for Slips, Trips and Falls and Manual Handling and, if necessary and their work entails working with a computer, DSE assessment training.
- Close supervision is provided for young people to ensure that they are following training that has been provided, and are competent to do the job (a mentor/supervisor should be appointed for young people on work experience).
- All accidents, incidents or near miss reports made by a young person are investigated and risk assessments, training requirements and supervision arrangements reviewed, as necessary.

Employees’ Responsibilities for Young People

It is the responsibility of any young person to ensure that:

- They attend and follow any training they require to carry out their jobs safely and follow all safe systems of work.
- They familiarise themselves with any significant findings of risk assessments and raise any concerns over control measures with a Line Manager.
- They familiarise themselves with escape routes and the emergency plan for the School in the event of fire or another emergency.
- They report any defects to a Line Manager regarding any work equipment that has been provided.
- They report any accidents/incidents/near misses.
- They follow all signage visible within the work place, especially H&S signage.
- They do not interfere with any measures put in place for the health, safety and welfare

of themselves or others (including Personal Protective Equipment (PPE)).
- They do not use any equipment or carry out any work activity for which they have not been trained.

9. Confidentiality

- DET and its School process any personal data collected during the implementation of the H&S Policy in accordance with DET's Data Protection Policy. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the accident/incident/near miss investigation procedure.
- On conclusion of the accident/incident/near miss investigation procedure, data collected is held in accordance with DET's Retention Schedules. Inappropriate access or disclosure of employee data constitutes a data breach and should be immediately reported in accordance with DET's Data Protection Policy. This may also constitute a disciplinary offence, which is dealt with under the DET Discipline and Dismissal Procedure.

10. Breaches

Should an employee, pupil or visitor be found to be in breach of H&S procedures/regulations, the incident is treated seriously and, if necessary, action is taken under the DET Discipline and Dismissal Procedure.

11. Safeguarding

DET and its Schools are committed to safeguarding, and promote the welfare of all pupils and expect staff to share this commitment.

Refer DET Safeguarding and Child Protection Policy.

12. Prevent

DET and its Schools recognise their duty under Prevent to have due regard to the need to prevent pupils becoming radicalised and being drawn into extremism. As well as being a potential threat to society as a whole, DET and its Schools view radicalisation as a risk to the safety and wellbeing of its pupils and, therefore, treat radicalisation and extremism as safeguarding issues. DET and its Schools ensure that arrangements are in place to help identify when a pupil is at risk of being radicalised, and take appropriate steps to ensure the welfare of the young person concerned.

Refer DET Safeguarding and Child Protection Policy.

Appendix 1 – Local Hospitals with Casualty Units

Basildon University Hospital (close to HPS, LPS and SMS)
Nethermayne
Basildon
Essex
SS16 5NL
Tel no: 01268 394850

Broomfield Hospital (close to HPS, KHCPS, LPS and SMS)
Court Road
Broomfield
Chelmsford
Essex
CM1 7ET
Tel no: 01245 362000

Queen's Hospital
Rom Valley Way
Romford
Essex
RM7 0AG
Tel no: 01708 435000

Southend Hospital (closest to CHS)
Prittlewell Chase
Westcliff-on-Sea
Southend-on-Sea
Essex
SS0 0RY
Tel no: 01702 435555

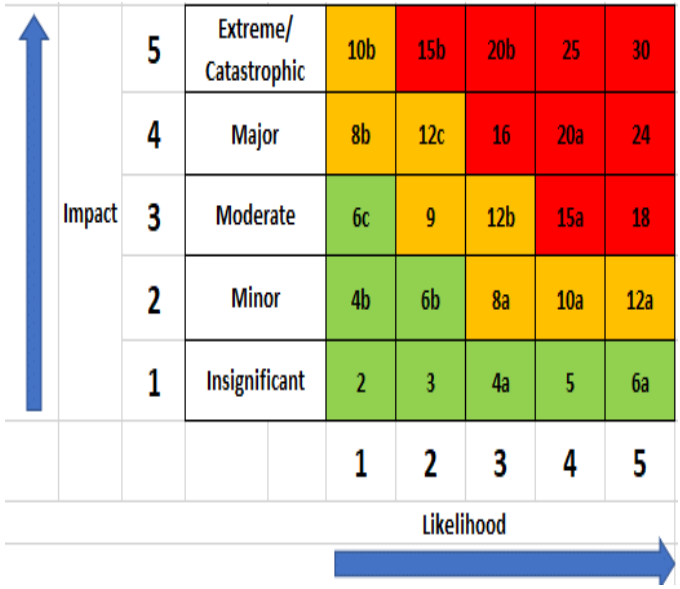
Appendix 2 – School Risk Assessment Template

School:

Risk Assessment						
Activity						
Description of Process						
Location of Task/Activity						
Name of Assessors (print)		**Date of Assessment**				
		Review Dates				
Activity/Task Hazards	**Who is affected by this activity?** ***Aide memoire: Teaching Staff, Pupils, Visitors?***	**What control measures are already in place to eliminate harm?**		**Initial Rating (existing control)**	**Revised Rating (if new Control Measures introduced)**	**If High must put in further reasonably practicable control measures e.g. isolate switch; if Med or Low reduce**

			Initial Rating (existing control)	**Revised Rating**	
			Initial Rating (existing control)	**Revised Rating**	
			Initial Rating (existing control)	**Revised Rating**	

Risk Matrix


Impact
5
Extreme/ Catastrophic
10b
15b
20b
25
30
4
Major
8b
12c
16
20a
24
3
Moderate
6c
9
12b
15a
18
2
Minor
4b
6b
8a
10a
12a
1
Insignificant
2
3
4a
5
6a
1
2
3
4
5
Likelihood