



Health, Safety and Welfare Policy (Including eyecare procedures)

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Person Responsible: CEO

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Section 1 – Health, Safety and Welfare Policy Statement

1. Our commitment to continuous improvement will be evidenced by:

- provide adequate, whilst working towards best practice, the control of the health, safety, and welfare within 5 Dimensions Trust; whilst identifying risks arising from our work activities.
- consult with our employees on matters affecting their health, safety, and welfare.
- provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European, or international standard, is regularly inspected, tested and maintained; and offers protection from danger by being suitably guarded (where appropriate). This includes heating, hot water, kitchen equipment and appliances e.g., meat-slicer, powered cleaning equipment and portable electrical appliances.
- ensure safe handling, use, storage and transport of articles and substances.
- provide adequate information, instruction, and training to enable staff and pupils to carry out activities in a healthy and safe manner and enable them to contribute positively to their own health, safety, and welfare and that of others.
- ensure all employees are competent to do their tasks.
- prevent accidents and cases of work-related ill health.
- make arrangements within the Trust for the reporting of all accidents, incidents, near misses and violent incidents.
- make positive arrangements for fire evacuation, first-aid, and other emergency situations.
- provide and maintain a safe and healthy school building/s with safe access and egress,
 - paying particular attention to the structure of the building/s, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence.
- provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
- provide and maintain adequate welfare arrangements such as eating, washing and toilet.
 - facilities and accommodation for clothing and personal belongings.
- maintain safe and healthy working conditions.
- review and revise this policy as necessary at regular intervals.
- Comply with relevant legislation:
 - Health and Safety at Work Act 1974, (HASAWA).
 - The Management of Health, Safety, and Welfare at Work Regulations 1999,
 - The Regulatory Reform (Fire Safety) Order 2005,
 - The Control of Asbestos Regulations 2012,
 - Construction (Design and Management) Regulations 2015
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)
 - Manual Handling Operations Regulations 1999
 - Workplace (Health, Safety and Welfare) Regulations 1999
 - Display Screen Equipment (DSE) Regulations 1999

Section 2 – Statement of Intent

Statement of Intent

This is a Statement of Organisation and Arrangements for 5 Dimensions Trust. In accordance with the Health and Safety at Work etc. Act 1974 (HASAWA), it is the policy of the 5 Dimensions Trust to ensure,

so far as is reasonably practicable, the safety, health and welfare of all staff, pupils, contractors, visitors, and other persons who may be affected by the School's or Trust's activities. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors, visitors and the Local Governing Body.

The Trust and its Schools will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health, safety and welfare of staff, pupils and others affected by the school's activities.
- ensure that advice is sought from competent persons on legal requirements for health, safety, and welfare and on current best practice; as an example, IOSH, HSE, DFE.
- ensure that suitable and sufficient assessments are undertaken and recorded of all significant health, safety and welfare risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health, Safety, and Welfare at Work Regulations 1999.
- provide and maintain plant and systems of work that are safe and without risks to health.
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, i.e., COSHH.
- maintain any place of work under its control in a condition that is safe and without risks to health.
- provide and maintain a working environment for its staff, pupils, contractors, and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work.
- provide such information, instruction, training, and supervision as is necessary to ensure the health, safety, and welfare at work of its staff, contractors including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises.
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health, safety, and welfare at work.
- give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health, safety, and welfare information.
- make arrangements for the provision of a suitable occupational health service for staff; monitor health, safety, and welfare performance in its schools to verify that this policy and health, safety and welfare standards are being maintained and progressively improved in-line with best practice. The Trust will assist and comply with this process where they are able to.
- develop and maintain a positive and proactive health, safety, and welfare culture; ensure that adequate mechanisms are in place to effectively consult with staff and their representatives on health, safety, and welfare matters.

The Trust recognises health, safety, and welfare as an integral element of its organisation, and it will be given equal status and priority alongside other management functions and KPI's. The Trust is committed to continuous improvement in health, safety, and welfare performance and to this end will develop a health, safety and welfare action plan identifying key targets and areas for improvement in health, safety and welfare management and risk control. Progress with this plan will be monitored regularly with help and support of the Health, Safety and Welfare Safety Committee, Trust Head of Business Operations, Head of School, CEO, and the Local Governing Board.

The Trust will ensure that appropriate systems are developed and maintained for the effective communication of health, safety and welfare matters throughout the school(s). The school(s) will ensure that this policy is effectively communicated to all staff by an appropriate method as listed in the health,

safety, and welfare management plan.

All contractors and consultants working for The School(s) or on behalf of 5 Dimensions Trust are required to adopt and comply with this Policy.

5 Dimensions Trust has nominated the Trust Head of Business Operations as the responsible person who will establish procedures for the appointment and management of competent contractors that undertake the work on their behalf. Each Site Manager will have day to day responsibility for overseeing the control of contractors.

5 Dimensions Trust are committed to playing an active role in the implementation of this occupational health, safety, and welfare policy and undertakes to review and revise it in light of appropriate changes in legislation, business activities, experience, and other relevant and appropriate developments. Please refer to details in the health, safety, and welfare management plan.

The Trust will review and sign off this Policy Statement annually.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Section 3 – Organisation and Management Structure

Organisation

5 Dimensions Trust is a multi-academy Trust comprising of 1 x primary and 2 x secondary schools.

Overall and ultimate responsibility for health, safety and welfare within the Trust lies with the Trust Board and the Local Governing Body of each school.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head of School at each school, with the support of the Trust Head of Business Operations, each of whom is directly responsible to the Chief Executive Officer (CEO) and to the Local Governing Body. The CEO reports to the Trust Board.

Management Structure



Section 4 – Roles and Responsibilities

To ensure health, safety and welfare standards are maintained / improved, the following people have responsibility in the following areas.

- The Trust Board along with their nominated responsible person, Trust Head of Business Operations shall ensure, so far as is reasonably practicable:
 - compliance with all legal requirements
- formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the Trust.
- exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient.
- **The Chief Executive Officer shall:**
 - be supported by Trust Officers to direct and support the operation of each school, assisting the Head of Schools, so far as is reasonably practicable, with all legal requirements as required by The Board
 - specify management controls and reporting requirements, require the audit of associated processes, procedures and outcomes in each school, and support Heads of Schools in identifying and delivering appropriate training and support.
 - report to the Local Governing Body on progress and provide operational and management support, e.g., through Trust Officers, to the Head of Schools and senior leadership teams within the schools.
 - ensure the policy is reviewed and updated as appropriate.
- **Trust Head of Business Operations shall:**
 - along with the **Local Safety Committees** shall ensure as far as is reasonably practicable:
 - the health, safety, and welfare of all staff,
 - the health, safety, and welfare of pupils in-school and on off-site visits (along with the EVC).
 - the health, safety, and welfare of visitors to schools, and volunteers involved in any school activity; and will guide and monitor the Head of School to ensure that they keep health, safety, and welfare as a high priority in the day-to-day management of the school.
- **Head of School(s) are responsible for the day-to-day management of their school and shall so far as is reasonably practicable, ensure that:**
 - the health, safety and welfare policy are implemented and adhered to at all times.
 - all members of staff know, understand, and accept their health, safety and welfare duties and responsibilities and that these are reflected in job profiles / descriptions.
 - adequate resources are allocated to facilitate healthy and safe working and teaching practices.
 - the Local Governing Body is advised of health, safety and welfare implications when.
 - undertaking the review of the school budget.
 - all staff, pupils and visitors and contractors receive adequate information, instruction, training, and supervision, both within school and on school trips as appropriate.

- all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested, and maintained as appropriate.
 - the use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching.
 - only approved chemicals and substances are used at school and that the appropriate safety information and risk assessment are available to the user and other affected persons.
 - suitable and appropriate protective clothing is provided for staff and pupils who require.
 - with instructions for use, cleaning and storage, and that it is worn when necessary.
 - adequate first aid treatment is available by the provision of a First-Aider or appointed person and that first aid boxes are kept adequately stocked.
 - accidents, incidents, near misses and violent incidents are recorded and where necessary, investigated and reported to the Site Manager and/or Trust Head of Business Operations possible if advice is required.
 - accidents, incidents, near misses and violent incidents will be reported to the Local Governing Board as part of their termly school visit and if serious, will be noted in their report.
 - ensure that in the event of a major injury, the CEO, Head of School and Local Governing Body is informed.
 - a record is kept of any contagious disease contracted, all acts of violence and bullying, is reported to the Local Safety Committee as appropriate.
 - a suitable and sufficient fire risk assessment is carried out, updated, and reviewed for each school premises.
 - fire procedures are planned and rehearsed at least once per term.
 - fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005.
 - adequate welfare facilities are provided and maintained for staff and pupils.
 - periodic safety inspections of the school are carried out.
 - there is consultation with Staff Consultative Committees, where they exist, on matters of health, safety, and welfare.
 - contractors working in the school report to a designated person/Site Manager before work commences in order to ascertain work details and agree safety procedures.
 - in the absence of the Head of School, health, safety and welfare duties are delegated as appropriate.
 - there is an annual appraisal of the school's health, safety, and welfare performance.
 - risk assessments are undertaken and reviewed as appropriate, and any matters of concern with regard to health, safety and welfare are reported to the CEO, Head of School and Local Governing Body, and Trust Head of Business Operations.
- **All Staff (Permanent and Temporary), where appropriate and so far, as is reasonably practicable ensure that:**
 - they are fully aware of the health, safety and welfare responsibilities of their role and seek clarification if unclear.
 - the Trust's / School's policies are implemented at all times.
 - they are fully aware that they are responsible for the health, safety, and welfare of the pupils they supervise.
 - equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Head of School and Site Manager so that the equipment can either be repaired or disposed of.

- in the event of a fire, ensure all staff, pupils, contractors and visitors know the fire procedures and are evacuated safely.
- in the case of an injury, they will arrange for suitable first aid treatment, investigate the accident/incident that caused the injury and record the details on the appropriate documentation.
- all classroom-based activities are carried out in a safe and healthy manner.
- playground activities are supervised as appropriate, and any violent behaviour is stopped.
- pupils are adequately supervised at lunchtimes.
- whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies.
- whilst transporting pupils by car, appropriate restraints are worn, and guidelines. outlined in the Trust/school's Trips and Visits policy are followed.
- When undertaking school trips and holidays, sufficient research, planning, precautions, and supervision are undertaken as laid down in the School's Trips and Visits Policy.
- pupils do not bring into school any potentially dangerous article or hazardous substance.
- they take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- any agreed security provisions are carried out.
- they co-operate with the Head of School on all aspects of health, safety, and welfare.
- and in undertaking risk assessments for all activities with significant risks, to identify. hazards and control measures and to communicate this information to all people who. need to know.
- **In addition, union appointed safety representatives are entitled to inquire to the Head of School about any accident / incident occurring and any potential hazard reported.**

Specific post holders have health, safety and welfare duties identified within their roles / job descriptions. Site Team duties include, for example, ladder checks, carrying out of maintenance and minor repair work safely, monitoring of communal areas etc. It is the responsibility of the Site Manager or their nominee to ensure that documentation is maintained and available for consultation.

- **Pupils must:**
 - comply with all school policies and regulations.
 - co-operate with all school staff on health, safety, and welfare matters.
 - not interfere with anything provided to safeguard their own health, safety, and welfare.
 - take reasonable care of their own health, safety, and welfare; and
 - report all health, safety and welfare concerns to a teacher or other adult.

Section 5 – Arrangements

Health, Safety and Welfare risks arising from our work activity.

- Risk assessments will be undertaken by staff across schools in line with their job descriptions / roles and responsibilities.
- The findings of the risk assessments will be reported to the Headteacher or their nominee.
- Action required to remove / control risks will be approved by the Headteacher or them.
- Senior Managers will be responsible for ensuring the action required is implemented.
- Senior managers will check that the implemented actions have removed / reduced the risks.

- Assessments will be reviewed annually or when the work activity changes, whichever is sooner.
- Risk assessments will be carried out by HR for persons identified through law or otherwise as requiring one, e.g., new and expectant mothers, young person's aged 16-17 years old.

Consultation with Employees is provided by.

- Recognised trade unions.
- The Staff Consultative Committee, where they exist, who meet on a regular basis.

Safe Plant and Equipment

- The Site Manager will be responsible for identifying all equipment / plant needing maintenance.
- The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up and reviewed.
- The Site Manager will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to the Site Manager / Site Supervisor.
- Designated staff will check that new plant and equipment meets health, safety, and welfare standards before it is purchased.
- No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices (RCD) should be used with all electrical equipment.

Safe Handling and Use of Substances

- Designated staff will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- Science Technicians and designated staff will be responsible for undertaking COSHH assessments.
- Head of Department(s) will be responsible for ensuring that all actions identified in the assessments are implemented.
- The use of chemicals for teaching as set out in the national curriculum will be done in accordance with guidance and hazard cards produced by CLEAPSS School's Science Service.
- Designated managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Designated managers will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

Information, Instruction and Supervision

- The Health, Safety and Welfare Law poster should be displayed prominently in each school.
- Supervision of young workers and trainees will be arranged, undertaken, and monitored by designated managers.
- The CEO and nominated responsible person, the Trust Head of Business Operations, is responsible for ensuring that Trust employees working at locations under the control of other employers are given relevant health, safety, and welfare information.
- Health, Safety and Welfare advice is available from nthornton-kitchen@5dimensionstrust.com who is the nominated, responsible, and competent Health, Safety, and Welfare Practitioner for 5 Dimensions Trust. Individual welfare matters will be addressed by the line manager and HR.

Competency for Tasks and Training

- Induction training will be provided for all employees.
- Job specific training will be provided where appropriate.
- Examples of specific jobs requiring special training are:
 - Head of School
 - Educational Visits Coordinator (EVC)
 - Heads of Department in certain subjects
 - Teachers in certain subject areas e.g., DT
 - Site Manager(s)
 - Site Supervisor(s)
 - Technicians
 - Designated First Aiders
 - Minibus drivers
- Training records are kept by HR.
- Training records are posted to staff personal files.
- Training will be identified, arranged, and monitored by designated line managers.

Accident, First Aid and Medical Conditions

- The First Aid Policy should be followed.
- The first aiders and/or appointed persons are listed in each staff room and/or prominent places.
- First aid box's locations should be made known to staff.
- Staff administering medication in an emergency **must** be fully trained to do so.
- All accidents and cases of work-related ill health are to be recorded on EVERY.
- If the accident/incident is RIDDOR reportable, the information will also be sent to the CEO and Head of School. Certain workplace accidents, reportable diseases and near-misses are RIDDOR reportable.
- Violent incidents will be recorded on the school's CPOMS system.

Monitoring

- To check working conditions, and ensure our safe working practices and policies are being followed the following will be adhered to:
 - The nominated Health and Safety Representative from the Local Governing Body
 - will carry out termly visits and report their findings to the Local Governing Body in a standard report format agreed by the CEO, and nominated responsible person for overall health, safety, and welfare.
 - An external audit will be carried out by Safety Mark at a frequency of every 3 years.
 - The Trust Head of Business Operations, along with the Site Managers will conduct health, safety, and welfare audits on key processes at regular intervals, which will not exceed 12 months.
 - The Head of School will nominate a member of staff responsible for investigating accidents.
 - The Head of School or their nominated responsible person will liaise with the Trust HR Department to investigate work-related causes of sickness absences.
 - The Head of School or their nominee is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

- The Head of School, Trust Head of Business Operations and the Site Manager are responsible as far as is

reasonably practicable for the building and for ensuring that the fire risk assessment is undertaken and implemented. They are also responsible for ensuring that a Fire Action Plan has been completed and that a Fire Evacuation Procedure is in place.

- Escape routes and exits are checked by all staff daily.
- Fire extinguishers are maintained and checked by the school nominated contractor once per year.
- Alarms are tested by the designated contractor (at minimum) annually.
- Emergency evacuation / fire drills will be carried out termly and records will be kept in a designated central location.
- Smoking or vaping is not permitted in any part of the Trust’s premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where staff may be observed by students or parents. This includes a ban on smoking or vaping within vehicles on school grounds.

Visitors

- Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit.
- On entering the premises, all visitors must go to the reception and sign in.
- All visitors will be issued with a visitor’s badge / lanyard, which is to be worn for the duration of the visit.
- On departure, visitors must sign-out and return their visitor’s badge / lanyard to reception.

3.11 Contractors and Safety

Contractors are selected on the following basis: -

	Yes	No
Cost	<input type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input type="checkbox"/>	<input type="checkbox"/>
Suitable and appropriate insurance	<input type="checkbox"/>	<input type="checkbox"/>
References	<input type="checkbox"/>	<input type="checkbox"/>
Any other criteria	Efficiency / reliability	<input type="checkbox"/>

- All contractors are required to attend a pre-start meeting with the Head of School’s nominated Site Manager and any other relevant personnel in order for health, safety and welfare **and safeguarding** regulations to be communicated.
- All contractors are required to sign in and wear a visitor’s badge / lanyard for the duration of the visit. Contractors’ equipment must not be left unattended.
- Contractors’ activities must not present a hazard to staff, pupils, visitors, or others who maybe affected by their work activities.
- All contractors are required to read our Health, Safety and Welfare Policy prior to commencing any work within any school.
- The Site Manager / Supervisor is responsible for monitoring contractor’s activities whilst on site.

Educational Visits / Extra Curricular Activities

- The Head of School is responsible for ensuring that the Trips and Visits Policy is followed.
- The Educational Visits Co-Ordinator for the school is the designated Deputy/Assistant for the Head of School for the duration of the visit/activity.

- All educational visits must be authorised by the Head of School / EVC in advance.
- The Head of School or nominated responsible person will ensure that all appropriate information relating to the trip e.g., arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children. Supervision ratios will be determined via risk assessment. See Trips and Visits Policy.
- Advice relating to educational visits can be obtained from:

<p>Mr K Whitbread EVC Shenley Brook End School Walbank Grove Shenley Brook End Milton Keynes, MK5 7ZT 01908-520264 kwhitbread@sbeschool.org.uk</p>	<p>Mr G Attard EVC The Hazeley Academy Emperor Drive Hazeley Milton Keynes, MK8 0PT 01908 555620 gattard@thehazeleyacademy.com</p>
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- The Plumsun portal site provides detailed procedures and guidelines. Login details can be obtained from the person responsible for trips and visits administration e.g., EVC.
- The Site Manager and EVC are responsible for ensuring that all vehicles used for the purpose of transporting pupils/ children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park.
- Speed restrictions are in place where necessary.

School Security

- Refer also to the arrangements for ‘Visitors’.
- The security of the school is maintained by reception staff supported by site staff and senior colleagues.

	Yes	No
Perimeter fencing	<input type="checkbox"/>	
Duty Officers stationed within individual buildings	<input type="checkbox"/>	
External Doors being locked during school hours *	<input type="checkbox"/>	
CCTV	<input type="checkbox"/>	
Signposting	<input type="checkbox"/>	
Security lighting	<input type="checkbox"/>	
Other security measures – colour coded staff lanyards*, 6 th form lanyards*; visitor passes	<input type="checkbox"/>	

* Exclusions at some locations

- Where there is school lock down procedures in place, these must be communicated to all staff and pupils and followed.

Occupational Health Services and Stress

- Occupational health services are provided by an external occupational health advisory service and managed by the HR department.
- Any individual suffering from work-related stress should, in the first instance, contact their line manager.

Asbestos & Legionella

- Asbestos and legionella surveys have been undertaken in all schools.
- **THERE IS NO ASBESTOS PRESENT IN ANY SCHOOL WITHIN THE 5 DIMENSIONS TRUST.**
- A responsible person e.g., the Site Manager / Supervisor at each school must carry out weekly and monthly checks of water service temperatures and maintain local records.
- Other checks (bi-annual/annual) will be carried out and documented by appointed contractors as part of the school external contract arrangements and confirmation provided to the Head of School, Trust Head of Business Operations, and the Local Governing Body.

External Groups / Activities

- External groups currently letting school premises vary within the schools and may include basketball academy, local football and / or rugby teams or nurseries.
- Particulars of the Trust’s and school’s health, safety and welfare policy and other health, safety, and welfare information (escape routes / fire exits, alarm call points etc.) will be communicated to external group representatives by the designated Lettings responsible person and via our external bookings software, Bookings+, when bookings are initiated.
- All extra-curricular groups using school premises must abide by school health, safety and welfare rules.
- Groups that use school premises to hold functions will be asked to produce evidence of having

carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

- DBS checks are required for all external bookings.

Violence, Behaviour, Bullying and Harassment

- Continuous efforts and on-going training will be made to train all staff in how to handle violent and aggressive situations.
- If faced with a violent aggressor, and do not feel safe, please remove yourself from the situation and report the incident to a member of the pastoral team immediately.
- If appropriate, and trained staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g., onto playing fields, then a mobile phone and/or radio is taken to ensure assistance could be summoned quickly in an emergency.
- The Trust and individual school will address bad behaviour, bullying and harassment involving pupils by using the Trust Behavioural Policy, which will include violence, monitoring behaviour and logging issues on the relevant system and referring problem situations via the pastoral system (CPOMS).
- Please refer to the Trust's Behavioural Policy for further information.

Lone Working

- Lone working will be generally risk assessed at school level for all employees and reviewed annually or when there is a change in activity or person, whichever is the soonest. The risk assessment will outline steps to reduce risks so far as is reasonably practicable and ensure control measures are in place to control the risk in the event the risk cannot be eliminated.
- HSE guidance on protecting lone workers will be followed and adopted when assessing the school's lone working activities and subsequent hazards and risks.
- The Trust or School will not put lone workers at more or increased risk than other workers.
- Risk assessments will include manual handling, electrical, potential for violence, the medical suitability of the employee to work alone, requirements for training and levels of experience. Employees will be involved in considering and identifying potential risks.
- Arrangements will be made to keep in contact with a lone worker, by phone, radio, or other appropriate means at regular intervals.
- Working from home is classed as lone working and should be considered in general risk assessments. This should include DSE assessments.
- Arrangements for periods of school closure or weekend working should be risk assessed.
- Access to first aid facilities will be considered and made available.
- If any employee has a health condition which may require additional interventions, or reasonable adjustments, these will be considered on an individual basis including those required by the Equality Act 2010.

Infection Control

- Staff and students who are identified as being at greater risk, e.g., pregnant employees or someone undergoing medical treatment, or has an underlying medical condition will have their activities assessed and should contact HR for specific arrangements.
- Food safety standards will be adhered to by IFG Cucina and monitored by the Trust Head of Business Operations.
- COSHH standards will be applied to staff who through their line of work are exposed to infectious micro-organisms.

- Public Health England (PHE) and/or Department for Education (DFE) advice and guidance will be followed in the event of a pandemic or other national concern for infection control.

Manual Handling, Working at Height

- Specific risk assessments will address the risks associated with manual handling and working at height. They should consider all areas of activity, be reviewed regularly, these will be communicated with the members of staff involved, and others who may be affected by their acts or omissions.

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff will check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager/Supervisor and Head of PE immediately.
- PE equipment will be risk assessed and serviced/maintained in-line with manufacturer recommendations and as per the risk assessment determines.

Screen equipment

- All staff who use computers as a significant part of their normal work will have a display screen equipment (DSE) assessment carried out as an electronic checking process. Additional checks will be carried out for pregnant women at 20 and 30 weeks, following surgery or other medical conditions unless requested or required at other times upon request or following occupational health assessment.

Associated policies (the following policies can be accessed via the Trusts EVERY system)

- Safeguarding
- E-Safety
- First Aid and Medical Conditions
- Emergency Evacuations/Invacuations
- Improving staff attendance
- Violence and Aggression at Work

Persons with Disabilities

- If any employee has a health condition, whether physical or mental, which may require additional interventions, or reasonable adjustments, these will be considered on an individual basis. The individual will be protected from everyday hazards at the school including those required by the Equality Act 2010:
- Any staff with a disability will be considered for a personal evacuation plan (PEEP) for evacuation purposes specific to their needs. These are managed by the Trust's HR department.

Appendix 1 - EYE CARE POLICY AND PROCEDURE

Introduction

In accordance with the Health and Safety (display screen equipment) regulations 1992, this policy applies when an employee regularly works with display screen equipment:

- for continuous periods of more than one hour; and
- for more than 3 hours per day.

and who also meets most of the following criteria:

- has no discretion as to whether the DSE can be used to do the job.
- requires particular skills in the use of DSE.
- has fast transfer of information between user and the screen as an important requirement of the job.
- a high level of attention and concentration is required by the user.

Entitlement

- Qualifying employees are entitled to an eyesight test once every two years, except where it is stated by an optician that more frequent tests are required for reasons relating to DSE use.
- Qualifying employees are also entitled to reimbursement for lenses prescribed to correct vision defects at the viewing distance specified for display screen work (including basic frames) up to a limit of £70.00 once every two years. An exception to this time frame is also applicable where a change of prescription for a DSE user is made by an optician.
- If an employee elects to purchase spectacles which exceeds their minimum requirement for DSE use, the Trust's liability for reimbursement will be limited to the amount stated above. Additional costs will be the responsibility of the individual user.
- There is no requirement for an employee to have completed their probation period or any length of service in order to qualify for reimbursement.

Procedure to claim.

In the first instance, please email HR@ct5d.com and request an eye test voucher. This will be emailed to use and is solely for the use with Specsavers Opticians. You will not need to make any payments yourself. Please contact your local branch and make an appointment which is convenient to you. A copy of the voucher request will be held on your HR file.

Frames and Lenses

If prescription lenses are required for DSE use the Trust will make payment to the basic frame and basic lens. Any upgrade and/or changes will be at the individual's own cost.
To claim for your basic frame and lens cost, please complete an expenses form, and attach the receipt. This should be approved by HR prior to submitting to Finance for payment.

Legislation

The HAWASA (1974)

Display Screen Equipment (1992)

Health & Safety (Miscellaneous Amendments) Regulations 2002

Help and Advice

If you require help in accessing or understanding this policy or completing an expenses form, please seek advice from your Health & Safety representative or a member of HR.