MANCHESTER MUSLIM PREPARATORY SCHOOL

FAITH • LEARNING • LIFE

Health and Safety Policy

Last reviewed on:	August 2026
Next review due by:	August 2027

1 Aims and statement of intent

Manchester Muslim Preparatory School (MMPS) is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for all staff, pupils, visitors, contractors and others who may be affected by the School's activities.
The School aims to:

- provide and maintain a safe and healthy environment for teaching, learning and work
- identify hazards, assess risks and implement proportionate control measures to reduce risks to health and safety
- establish and maintain safe working practices and procedures
- ensure that the premises, plant, equipment and systems of work are maintained in a safe condition
- provide appropriate information, instruction, training and supervision to enable staff to carry out their responsibilities safely and effectively
- ensure that pupils are appropriately supervised and supported to develop an age-appropriate understanding of risk and personal safety
- maintain effective arrangements for emergencies, fire safety, first aid, accidents, incidents and near misses
- ensure that health and safety is considered in educational visits and other activities undertaken away from the School premises
- consult and communicate appropriately with staff and others on health and safety matters
- monitor, review and continually improve the effectiveness of the School's health and safety arrangements.

Health and safety will be managed in a sensible and proportionate way which protects pupils, staff and others from significant risks while enabling pupils to participate fully in educational, physical and enrichment activities.
The board of trustees, as the governing body of the registered proprietor, is committed to ensuring that appropriate arrangements are in place.

2 Legislation, Statutory Requirements and Guidance

This policy has been prepared with regard to relevant health and safety legislation, regulatory requirements and government guidance, including, where applicable:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014, in particular the standards relating to health and safety, fire safety, first aid, supervision and risk assessment
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First-Aid) Regulations 1981
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Gas Safety (Installation and Use) Regulations 1998
- Work at Height Regulations 2005
- Control of Asbestos Regulations 2012
- the current Statutory Framework for the Early Years Foundation Stage for group

and school-based providers.
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Noise at Work Regulations 2005

The School also has regard, where relevant, to current guidance issued by the Department for Education (DfE), Health and Safety Executive (HSE), UK Health Security Agency (UKHSA) and other competent authorities, including guidance relating to health and safety responsibilities in schools, educational visits, first aid, infection prevention and control and the management and maintenance of the school estate.
The School will review its health and safety arrangements in response to changes in legislation, statutory guidance, regulatory requirements or identified risks.

3 Roles and Responsibilities

3.1 The Registered Proprietor and Board of Trustees

The registered proprietor, acting through the board of trustees, has overall responsibility for ensuring that appropriate health and safety arrangements are established and maintained at the School.
The board of trustees will:

- ensure that the School complies with relevant health and safety legislation and the applicable Independent School Standards
- ensure that a suitable written Health and Safety Policy is in place and effectively implemented
- ensure that appropriate resources are available to manage health and safety effectively
- ensure that the School has access to competent health and safety advice
- ensure that significant health and safety risks are identified, assessed and appropriately controlled
- receive appropriate information and assurance about health and safety performance
- ensure that significant concerns which cannot be resolved at school level are addressed appropriately
- monitor whether health and safety arrangements are being implemented effectively
- ensure that appropriate action is taken following significant accidents, incidents, near misses, audits, inspections or concerns.

Day-to-day management of health and safety is delegated to the Headteacher. This delegation does not remove the registered proprietor's overall responsibility for health and safety.

3.2 Headteacher

The Headteacher is responsible for the day-to-day implementation and management of this policy at MMPS.

The Headteacher will:

- implement the School's Health and Safety Policy and associated procedures
- promote a positive and proportionate approach to health and safety throughout the School
- ensure that appropriate risk assessments are completed, implemented, monitored and reviewed
- ensure that the school premises and equipment are appropriately maintained and that identified defects or hazards are acted upon
- ensure that pupils are adequately supervised
- ensure that staff receive appropriate health and safety information, instruction,

training and supervision
- ensure that appropriate arrangements are in place for fire safety, emergency evacuation, first aid and accident reporting
- ensure that appropriate arrangements are made for educational visits and off-site activities
- ensure that significant accidents, incidents, near misses and health and safety concerns are appropriately investigated and acted upon
- ensure that reportable incidents are notified to the relevant authority where required
- seek competent or specialist advice where necessary
- report significant health and safety matters to the board of trustees and/or MIET as appropriate
- ensure that appropriate health and safety records are maintained
- ensure that health and safety responsibilities are appropriately delegated during any period of absence.

3.3 Competent Health and Safety Advice and MIET Health and Safety Lead
The registered proprietor will ensure that the School has access to one or more competent persons with sufficient skills, knowledge and experience to provide appropriate health and safety assistance and advice.

The MIET Health and Safety Lead supports the Headteacher and the Trust in the management and monitoring of health and safety arrangements.
This includes, as appropriate:
- providing advice and support on health and safety matters
- supporting the identification, assessment and management of significant risks
- supporting health and safety inspections and audits
- advising on changes to relevant legislation, guidance and good practice
- supporting the investigation and review of significant accidents, incidents and near misses
- advising on remedial actions arising from inspections, audits or identified hazards
- supporting liaison with specialist contractors, advisers or enforcing authorities where necessary
- supporting the monitoring and review of health and safety arrangements across MIET.

The involvement of a competent person or specialist adviser does not remove the responsibility of the registered proprietor or School leadership for managing health and safety.

3.4 Caretaker
The Caretaker supports the day-to-day management of the premises and, as directed by the Headteacher, will:
- undertake appropriate routine visual checks of the premises and site
- report defects, hazards or maintenance concerns promptly
- take appropriate immediate action, within their competence, where a hazard presents an immediate risk
- support the maintenance of safe access and egress routes
- support arrangements for premises, equipment and statutory inspections
- maintain relevant premises and maintenance records as required
- support fire safety and emergency arrangements within the scope of the role
- liaise with contractors and ensure that relevant site information is communicated to them
- ensure that contractors report to the appropriate person before commencing work
- escalate any concern which cannot be safely or promptly resolved.

3.5 All Staff

All staff have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
Staff will:

- comply with this policy and other relevant School health and safety procedures
- follow health and safety information, instruction and training provided by the School
- work in accordance with safe working practices and any relevant risk assessments
- take reasonable care for the health and safety of pupils and other persons for whom they are responsible
- provide appropriate supervision of pupils
- report hazards, defects and unsafe conditions promptly
- report accidents, incidents and near misses in accordance with School procedures
- not intentionally or recklessly interfere with or misuse anything provided for health, safety or welfare
- use equipment and personal protective equipment appropriately
- not undertake activities or use equipment for which they are not competent, trained or authorised
- familiarise themselves with fire, emergency evacuation and first aid arrangements
- raise health and safety concerns promptly with the appropriate person
- co-operate with the School and MIET in meeting their health and safety responsibilities.

3.6 Pupils and Parents

Pupils are expected, according to their age and understanding, to:

- follow reasonable health and safety instructions given by staff
- behave in a way which does not place themselves or others at unnecessary risk
- use equipment appropriately and as instructed
- report hazards, accidents or concerns to a member of staff.

Parents are expected to support the School's health and safety arrangements and provide relevant information which may affect their child's health, safety or participation in school activities.

3.7 Contractors and Visitors

Contractors must comply with relevant health and safety legislation and the School's health, safety, safeguarding and security arrangements while on the premises.
Contractors will be expected to:

- report to the designated point on arrival and comply with signing-in and identification requirements
- agree appropriate arrangements with the School before work begins
- provide suitable risk assessments, method statements and other relevant information where required
- demonstrate appropriate competence, insurance and statutory certification where applicable
- take reasonable precautions to protect pupils, staff, visitors and others who may be affected by their work
- comply with relevant permit-to-work arrangements where these apply
- report hazards, incidents or changes affecting the safety of the work promptly.

Visitors must comply with the School's security, safeguarding, fire and health and safety arrangements and follow instructions given by staff.

4 Site Security

4.1 Site Security Arrangements

The School will maintain appropriate and proportionate security arrangements to protect pupils, staff, visitors, contractors and the premises.
The Headteacher has overall responsibility for ensuring that appropriate site security arrangements are in place. The Caretaker supports the day-to-day operation and monitoring of these arrangements.
The School will:

- maintain appropriate arrangements for controlling access to and from the school premises
- ensure that external doors, gates and other access points are appropriately secured during the school day, while maintaining safe emergency escape arrangements
- ensure that unauthorised persons are prevented, so far as reasonably practicable, from gaining uncontrolled access to the premises
- maintain appropriate intruder alarm and other security systems
- undertake appropriate checks of doors, locks, gates and other security measures and report defects promptly
- ensure that keys and other means of access are issued only to authorised persons and appropriately controlled
- maintain designated key-holder and emergency response arrangements
- ensure that staff report security concerns, suspicious activity or unauthorised access promptly
- review security arrangements following significant incidents, identified risks or changes to the premises or use of the site.

4.2 Visitors and Contractors

All visitors and contractors must initially report to the designated reception or school office unless alternative arrangements have been specifically authorised.
Visitors and contractors will:

- sign in and out in accordance with School procedures
- provide appropriate identification where required
- wear the visitor identification provided by the School
- follow the School's safeguarding, security, fire and health and safety requirements
- remain within authorised areas of the premises
- be appropriately supervised or accompanied in accordance with the purpose of their visit and the School's safeguarding arrangements
- report any accident, incident, hazard or security concern to a member of staff.

Staff should remain vigilant and appropriately challenge or report any person on the premises whose identity or authority to be there is unclear.
The School will ensure that arrangements for contractors take account of both site security and safeguarding requirements.

4.3 Shared Use and Out-of-Hours Security

Where the premises or facilities are shared with, or used by, other authorised organisations, appropriate arrangements will be made to co-ordinate responsibilities for access, security, emergency procedures and health and safety.
Persons authorised to use the premises outside normal school hours are responsible for complying with relevant School and site security procedures.

4.4 Staff Signing in and Out

All staff must use the School's signing-in and signing-out system accurately.
Staff must sign in on arrival and sign out when leaving the School premises. Where a member of staff leaves the premises during the working day, they must sign out and sign back in on their return.

The signing-in and signing-out system supports site security and enables the School to maintain an accurate record of persons on the premises for emergency and evacuation purposes.

Visitors, contractors and other persons attending the School must comply with the School's relevant signing-in, identification and signing-out procedures.

5 Fire Safety

The School will take appropriate measures to prevent fire and protect pupils, staff, visitors and others from the risks associated with fire.

Fire safety arrangements are set out in greater detail in the MMPS Fire Safety and Emergency Evacuation Policy and the current fire risk assessment.

The School will:

- maintain a suitable and sufficient fire risk assessment and keep it under regular review
- ensure that actions identified through the fire risk assessment, inspections or other fire safety reviews are addressed appropriately and without unnecessary delay
- maintain effective arrangements for raising the alarm and evacuating the premises safely
- ensure that emergency exits and escape routes are clearly identified, appropriately illuminated and kept free from obstruction
- ensure that fire doors and other fire safety measures are appropriately maintained
- ensure that fire alarm and detection systems, emergency lighting and firefighting equipment are appropriately inspected, tested and maintained, with records retained
- ensure that fire evacuation procedures are communicated to staff, pupils and other relevant persons
- carry out and record regular fire evacuation drills in accordance with the current fire risk assessment and the School's Fire Safety and Emergency Evacuation Policy
- provide appropriate fire safety information and training to staff, including as part of induction
- provide pupils with age-appropriate information and instruction about fire and evacuation procedures
- ensure that appropriate arrangements are made for visitors, contractors and persons using the premises outside normal school hours
- make appropriate evacuation arrangements for individuals who may require additional assistance, including Personal Emergency Evacuation Plans (PEEPs) where required
- maintain appropriate records of fire safety checks, tests, servicing, training and evacuation drills.

Any fire safety concern or defect must be reported promptly and appropriate action taken to control the risk.

Detailed fire and emergency evacuation arrangements, including evacuation

responsibilities, fire sweep arrangements, accounting for pupils, staff and visitors, assembly arrangements and other operational procedures, are set out in the MMPS Fire Safety and Emergency Evacuation Policy.

6 COSHH and hazardous substances

The School will manage hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The Headteacher will ensure that suitable and sufficient COSHH assessments are completed by an appropriately competent person where hazardous substances are used, stored or generated through School activities.
The School will:

- identify hazardous substances which may present a risk to staff, pupils, contractors or others
- assess the risks arising from the use, handling, storage and disposal of hazardous substances
- prevent exposure to hazardous substances where reasonably practicable and, where this is not possible, adequately control exposure
- use safer substances or processes where reasonably practicable
- ensure that hazardous substances are stored securely and appropriately, with particular regard to preventing unauthorised pupil access
- ensure that substances are clearly labelled and accompanied by appropriate safety information
- ensure that relevant COSHH assessments and safety information are accessible to staff who use or may be exposed to hazardous substances
- provide appropriate personal protective equipment where identified as necessary through risk assessment
- ensure that staff receive appropriate information, instruction and training before using hazardous substances
- ensure that hazardous substances are used only for their intended purpose and in accordance with relevant instructions and control measures
- maintain appropriate arrangements for dealing with spillages, accidental exposure and other foreseeable emergencies
- ensure that hazardous substances and associated waste are disposed of safely and appropriately
- review COSHH assessments when there is reason to believe they are no longer valid, following significant changes or where new information about a substance or risk becomes available.

Hazardous substances must not be brought onto the School premises or used by staff without appropriate consideration of the associated risks and control measures. Contractors using hazardous substances on the premises are responsible for complying with relevant COSHH requirements and must provide appropriate risk assessments, safety information and method statements where required.

7 Equipment and Electrical Safety

The School will ensure, so far as is reasonably practicable, that equipment used on the premises is suitable for its intended purpose, maintained in a safe condition and used appropriately.

7.1 General Equipment
The School will:

- ensure that equipment is suitable for its intended use and appropriate for the environment in which it will be used
- take account of relevant safety standards and manufacturer's instructions when purchasing and using equipment
- maintain equipment in accordance with appropriate maintenance schedules and manufacturer's recommendations
- ensure that inspections, servicing and testing are undertaken by competent persons where required
- ensure that appropriate guards, safety devices and controls are fitted and used where necessary
- ensure that staff receive appropriate information, instruction and training before using equipment where this is required
- ensure that pupils use equipment only when appropriate to their age and ability and under suitable supervision
- ensure that equipment is stored safely and securely
- ensure that damaged, defective or unsafe equipment is taken out of use where necessary and reported promptly
- retain appropriate inspection, testing, servicing and maintenance records.

Staff must carry out reasonable visual checks before using equipment and report any obvious defect, damage or concern.

No member of staff should attempt to repair, modify or operate equipment beyond their level of competence or authorisation.

7.2 P.E. and Sports Equipment
PE and sports equipment will be suitable for its intended use, maintained in a safe condition, stored appropriately and used in a manner that protects pupils and staff from foreseeable risks.

The School will:

- ensure that appropriate checks and inspections of PE and sports equipment are undertaken before use and at suitable intervals
- ensure that defects or concerns relating to PE equipment, flooring or activity areas are reported promptly
- remove equipment from use where it is defective, damaged or suspected to be unsafe until it has been repaired, replaced or confirmed as safe
- ensure that formal inspection and maintenance are undertaken at intervals determined by risk assessment, manufacturers' instructions and competent advice
- ensure that pupils are taught how to use and, where appropriate, move or set up equipment safely
- ensure that pupils are appropriately supervised when using PE and sports equipment
- ensure that relevant activity-specific risks are assessed and appropriately controlled
- ensure that staff take account of relevant risk assessments, manufacturers' instructions and recognised safe practice when planning and delivering physical activities.

7.3 Electrical Safety

The School will maintain electrical systems and equipment so as to prevent danger.
The School will:

- ensure that electrical installations and equipment are appropriately inspected, maintained and tested
- use competent persons to undertake electrical installation, maintenance, repair and testing where appropriate
- ensure that the frequency and type of inspection or testing is proportionate to the equipment, its use and the risks involved
- ensure that staff carry out appropriate visual checks of electrical equipment before use
- ensure that damaged or potentially unsafe electrical equipment is taken out of use and reported promptly
- prevent unauthorised repairs, alterations or modifications to electrical equipment
- ensure that electrical equipment is used in accordance with manufacturer's instructions and appropriate safety precautions
- ensure that cables, sockets, extension leads and electrical equipment are positioned and used so as not to create avoidable hazards
- maintain appropriate records of electrical inspection, testing and remedial work.

Portable appliance testing will be undertaken where appropriate as part of the School's risk-based arrangements for maintaining electrical equipment safely.

7.4 Display Screen Equipment

The School will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 in relation to staff who are identified as display screen equipment (DSE) users.
Where applicable, the School will:

- carry out suitable DSE workstation assessments
- take appropriate action to reduce risks identified through assessments
- provide staff with appropriate information and guidance on safe workstation use
- encourage appropriate changes of activity or breaks from prolonged DSE work
- review assessments where there are significant changes to the workstation, equipment or working arrangements or where concerns are identified
- arrange an appropriate eye and eyesight test for a DSE user who requests one
- meet the cost of corrective appliances where these are required specifically for DSE work in accordance with the relevant Regulations.

8 Lone Working

Lone working is not a normal working arrangement at MMPS.
Security personnel are present on the premises between 7.00 am and 7.00 pm, with two security officers normally on site during these hours. This provides an additional level of security and access to assistance for staff working on the premises.
Where, exceptionally, a member of staff may be working without close or direct supervision, the risks associated with the activity will be considered and appropriate control measures put in place.
The School will ensure that:

- activities presenting a significant risk are not undertaken alone where the risk assessment indicates that another person is required
- staff do not undertake tasks for which they are not trained, competent or authorised while working without direct supervision
- appropriate arrangements are made for communication and access to assistance in an emergency
- staff working outside normal operating or security hours do so only where

appropriate arrangements have been agreed
- staff know how to raise an alarm or summon assistance if required
- any concerns relating to lone working are reported to the Headteacher
- separate risk assessments are undertaken where activities such as home visits or other off-site duties present additional personal safety risks.

9 Working at Height

The School will manage work at height in accordance with the Work at Height Regulations 2005.
Work at height will be avoided where reasonably practicable. Where it cannot be avoided, the activity will be appropriately planned, risk assessed and carried out using suitable equipment and control measures.
The School will ensure that:
- work at height is properly planned and organised
- persons undertaking work at height are competent for the task and receive appropriate information, instruction, training or supervision
- suitable and sufficient risk assessments are undertaken where required
- appropriate equipment is selected and used for the task
- equipment used for work at height is appropriately inspected and maintained
- work at height is not undertaken where weather conditions or other circumstances make the activity unsafe
- access to roofs, high-level areas and other potentially hazardous locations is restricted to authorised and competent persons
- contractors undertaking work at height provide appropriate risk assessments and method statements where required
- defects or concerns relating to ladders, stepladders or other access equipment are reported promptly and defective equipment is removed from use

9.1 Ladders and Stepladders
Ladders and stepladders may be used where a risk assessment determines that they are suitable for the task and where equipment offering a higher level of fall protection is not reasonably justified.
Staff must:
- use only suitable School-provided or authorised ladders and stepladders
- carry out an appropriate visual check before use
- position and use ladders and stepladders safely and in accordance with relevant instructions
- avoid overreaching or using equipment in a manner for which it was not designed
- not use chairs, tables, desks or other unsuitable furniture as a means of gaining height
- report damaged or defective equipment immediately.

Pupils must not use ladders or stepladders unless this forms part of a specifically planned and risk-assessed educational activity with appropriate supervision.

10 Manual Handling

The School will manage manual handling activities in accordance with the Manual Handling Operations Regulations 1992.
Manual handling includes lifting, lowering, pushing, pulling, carrying or otherwise moving or supporting a load by hand or bodily force.

The School will, so far as is reasonably practicable:
- avoid hazardous manual handling operations where they can reasonably be

eliminated
- assess the risk of injury from hazardous manual handling operations which cannot be avoided
- reduce the risk of injury from unavoidable manual handling to the lowest level reasonably practicable
- consider whether mechanical aids, trolleys or other equipment can be used to reduce the need for manual handling
- ensure that the working environment and route are suitable for the handling activity
- take account of the task, the load, the working environment and the individual capability of the person undertaking the activity
- provide appropriate information, instruction and training where staff are required to undertake manual handling activities presenting a foreseeable risk of injury
- review manual handling arrangements and risk assessments where there is a significant change or where concerns, incidents or injuries indicate that existing controls may no longer be sufficient.

Staff must:
- consider whether the task needs to be undertaken manually before attempting to move a load
- use an appropriate mechanical aid or seek assistance where a load cannot be handled safely by one person
- consider the size, shape, stability and weight of the load and the distance and route over which it is to be moved
- ensure that the intended route and destination are clear before beginning the task
- use handling techniques appropriate to the task and any training or instruction provided
- avoid sudden, uncontrolled or twisting movements when handling loads
- not attempt to lift or move a load which they do not believe they can handle safely
- report any manual handling concern, injury or difficulty promptly.

Where a manual handling activity presents a significant risk, a specific risk assessment will be undertaken before the activity proceeds.

11 Educational Visits and Off-Site Activities

The School recognises that educational visits and activities away from the school premises provide valuable opportunities for pupils and will manage such activities in a sensible and proportionate manner.

Detailed arrangements for the planning, approval and management of educational visits and off-site activities are set out in the School's Educational Visits Policy.

The School has a designated Educational Visits Coordinator (EVC), who supports the Headteacher in overseeing the planning and management of educational visits and ensuring that visits are undertaken in accordance with the School's Educational Visits Policy.

The School will ensure that:
- the Educational Visits Coordinator (EVC) provides appropriate advice and oversight and ensures that the School's procedures for educational visits are followed
- educational visits and off-site activities are planned and authorised in accordance with the Educational Visits Policy
- foreseeable significant risks are identified, assessed and appropriately controlled

- the level of planning and risk assessment is proportionate to the nature and complexity of the activity
- visit leaders and accompanying staff are appropriately competent for their roles
- staffing and supervision arrangements are appropriate to the pupils, activity, location and identified risks
- pupils' medical, SEND, safeguarding and other individual needs are appropriately considered
- suitable first aid and emergency arrangements are in place
- external activity providers are appropriately checked where required
- appropriate information is provided to parents and consent obtained where required
- incidents, accidents and near misses occurring during visits are appropriately recorded, reported and reviewed
- lessons identified following visits are used to inform future planning where appropriate.

Educational visits involving Early Years pupils will also comply with the relevant requirements of the current EYFS statutory framework.

The School's First Aid Policy, Safeguarding and Child Protection Policy, Risk Assessment Policy and other relevant procedures will apply to educational visits as appropriate.

12 Use of Premises by Others

MMPS does not routinely let its premises to external organisations.
On occasion, the assembly hall may be used for functions or events arranged and authorised by MIET. Responsibility for approving and managing such use rests with the Trust rather than the School.

Where the premises are used for a Trust-arranged function or event, appropriate arrangements will be made to ensure that the health, safety and welfare of those using the premises are appropriately managed.

The Trust, event organiser or hirer, as applicable, will be expected to:
- comply with relevant health and safety, fire safety, security and safeguarding requirements
- use only those areas of the premises which have been authorised
- ensure that the nature of the activity is suitable for the premises
- undertake appropriate risk assessments where required
- ensure that suitable supervision and management arrangements are in place
- ensure that fire exits, escape routes and emergency equipment remain accessible
- comply with any occupancy limits or other restrictions applying to the premises
- ensure that appropriate first aid and emergency arrangements are in place
- ensure that contractors, entertainers, caterers or other third parties involved in the event operate safely and appropriately
- ensure that any hazards, accidents, incidents or damage arising during the use of the premises are reported promptly
- leave the premises in a safe and secure condition following the event.

Where children are present at an external or Trust-arranged event, appropriate safeguarding arrangements must also be in place.

MMPS will provide relevant information about the premises, fire procedures, emergency arrangements or identified hazards where this is necessary to enable the Trust or event

organiser to manage the use of the premises safely.

13 Violence, Aggression and Personal Safety at Work

The School is committed to providing a working environment in which staff are protected, so far as is reasonably practicable, from work-related violence, aggression, abuse and threats.

Work-related violence may include:

- verbal abuse, intimidation or threatening behaviour
- abusive or threatening telephone calls, messages or online communications
- physical aggression or assault
- threatening behaviour involving a weapon or other object
- other behaviour connected with a person's work which creates a foreseeable risk to their physical or psychological safety.

The School will:

- assess foreseeable risks of violence and aggression and implement appropriate control measures
- take account of previous incidents, known concerns, the nature of the activity and the working environment when assessing risks
- maintain appropriate security, access-control and emergency arrangements
- ensure that staff know how to summon assistance where an incident is developing
- provide appropriate information, instruction or training where staff may reasonably be exposed to an increased risk of violence or aggression
- support staff to use appropriate de-escalation strategies where safe and appropriate
- ensure that staff are not expected to place themselves at unreasonable risk in order to manage a violent or threatening situation
- ensure that incidents and significant near misses are promptly reported and appropriately recorded
- review incidents to identify whether further risk-control measures are required
- provide appropriate support to staff affected by violence, aggression or threatening behaviour
- report incidents to the police, HSE or other relevant authorities where required or appropriate.

Staff must report incidents of violence, aggression, abuse or threatening behaviour promptly to the Headteacher or another appropriate senior leader.
Where a particular individual, activity or circumstance presents an identified risk of violence or aggression, a specific risk assessment and appropriate control measures will be put in place where necessary.

Where an incident involves a pupil, the School will respond in accordance with its Behaviour Policy, Safeguarding and Child Protection Policy and arrangements relating to restrictive interventions and reasonable force, as applicable.

Where the risk arises from a parent, visitor or other adult, the School may take proportionate steps to protect staff and pupils, including imposing appropriate restrictions on access to the premises and contacting the police where necessary.

14 Smoking, Vaping and Tobacco Products

MMPS is a smoke-free and vape-free environment.

Smoking, vaping and the use of heated tobacco products are not permitted:

- inside any School building
- anywhere within the School grounds
- in School vehicles or vehicles being used for School purposes where the School has responsibility for the vehicle
- in any area of the premises being used for a School or Trust-arranged activity or function.

This prohibition applies to staff, pupils, parents, visitors, contractors and other persons using the premises.

The School will:

- display appropriate smoke-free signage where required
- take reasonable steps to ensure compliance with smoke-free requirements
- ensure that visitors, contractors and persons using the premises are made aware of the prohibition where necessary
- address any breach of these requirements promptly and proportionately.

Any possession or use of smoking, vaping or tobacco products by a pupil will be addressed in accordance with the School's Behaviour Policy and, where appropriate, safeguarding procedures.

15 Infection Prevention and Control

The School will take reasonable and proportionate measures to prevent and control the spread of infection and will follow current guidance issued by the UK Health Security Agency (UKHSA) and other relevant public health authorities.

The School will:

- promote effective hand hygiene and respiratory hygiene among staff and pupils
- provide appropriate handwashing facilities, including access to liquid soap, warm water and suitable hand-drying facilities
- maintain appropriate cleaning arrangements for classrooms, toilets, communal areas, frequently touched surfaces, toys and equipment
- ensure that cleaning arrangements identify what is to be cleaned, the frequency of cleaning and who is responsible
- ensure that cleaning staff receive appropriate information, instruction and training and have access to suitable personal protective equipment where required
- manage blood, vomit, faeces and other bodily fluid spillages promptly and safely using appropriate cleaning procedures and personal protective equipment
- ensure that waste arising from infection-control activities is handled and disposed of appropriately
- ensure that staff follow appropriate procedures when dealing with cuts, abrasions and potential exposure to blood or bodily fluids
- maintain appropriate ventilation within occupied areas, taking account of the needs of pupils, staff and the circumstances of the premises
- take additional proportionate measures where an outbreak, incident or identified infection risk requires them
- seek advice from the relevant UKHSA Health Protection Team or other competent health authority where required
- take account of pupils and staff who may be particularly vulnerable to infection

- communicate relevant information to parents, staff and others where necessary to manage infection risks.

15.1 Children and Staff Who Are Unwell or Infectious
The School will follow current UKHSA guidance when determining whether a pupil or member of staff should remain away from School because of an infectious illness.
Where a pupil becomes unwell during the school day, appropriate arrangements will be made for the pupil to be cared for while awaiting collection or further medical assistance.
Parents will be contacted where appropriate and must arrange prompt collection where a pupil is not well enough to remain in School or where exclusion is required on public health grounds.
The School will:

- apply current UKHSA public health exclusion periods rather than relying on fixed exclusion periods contained within this policy
- seek medical or public health advice where the appropriate action is unclear
- follow any specific advice provided by the UKHSA Health Protection Team during an outbreak or significant public health incident
- maintain appropriate confidentiality when communicating information concerning infectious illness
- ensure that relevant attendance records accurately reflect absence associated with illness.

For pupils in the Early Years Foundation Stage, the School will maintain a procedure for responding to children who are ill or infectious and for preventing the spread of infection. This procedure will be discussed with parents and/or carers in accordance with the current EYFS statutory framework.

15.2 Hygiene and Bodily Fluid Spillages
Staff and pupils will be encouraged, according to their age and understanding, to follow good hygiene practices, including:

- washing hands appropriately, particularly after using the toilet, before eating or handling food and after contact with animals
- covering coughs and sneezes appropriately
- disposing of used tissues promptly
- cleaning hands following coughing, sneezing or contact with respiratory secretions
- covering cuts and abrasions with suitable waterproof dressings.

Where there is a risk of exposure to blood or other bodily fluids, appropriate personal protective equipment will be used and the affected area will be cleaned and disinfected in accordance with current guidance and the School's COSHH arrangements.

Staff must report significant exposure incidents promptly so that appropriate first aid, medical advice and follow-up action can be considered.

15.3 Outbreaks and Public Health Advice
Where the School becomes aware of an outbreak, unusual pattern of illness or other significant infection-control concern, the Headteacher or designated member of staff will seek appropriate public health advice where required.

The School will co-operate with the UKHSA Health Protection Team and other relevant authorities and will implement proportionate control measures advised in response to an outbreak or significant public health incident.

This may include, where appropriate:

- enhanced cleaning

- additional hygiene measures
- communication with parents and staff
- temporary exclusion of affected individuals in accordance with public health advice
- enhanced ventilation
- changes to activities or use of particular areas
- other measures recommended by the relevant health authority.

16 Pregnant Workers and New Mothers

The School will protect the health and safety of pregnant workers and new mothers in accordance with the Management of Health and Safety at Work Regulations 1999 and other relevant employment and health and safety legislation.
The School's general risk assessment arrangements will take account of foreseeable risks to women of childbearing age.

Where a worker notifies the School in writing that they:

- are pregnant
- have given birth within the previous six months
- are breastfeeding

an individual risk assessment will be undertaken which takes account of the worker's duties, working environment, individual circumstances and any relevant medical advice.

The risk assessment will be completed in consultation with the worker and will be reviewed regularly, including:

- as the pregnancy progresses
- where there is a significant change to the worker's duties, workplace or circumstances
- where medical advice indicates that additional measures may be required
- where an identified control measure is no longer effective or appropriate
- following the worker's return to work where relevant.

The assessment will consider risks relevant to the individual and their work. These may include, where applicable:

- manual handling
- prolonged standing or sitting
- slips, trips and falls
- work at height
- exposure to infectious diseases
- hazardous substances
- temperature and ventilation
- work-related stress and fatigue
- working hours
- violence or aggression
- access to suitable welfare and rest facilities
- any other work activity or condition which may present an increased risk during pregnancy or following childbirth.

Where a significant risk is identified, the School will take appropriate steps to remove or control the risk.

Where the risk cannot be adequately controlled, the School will follow the appropriate hierarchy by:

- temporarily adjusting the worker's working conditions and/or hours where reasonably practicable
- offering suitable alternative work on the same terms and conditions, including pay, where adjustment is not sufficient or reasonably practicable
- here suitable alternative work is not available, suspending the worker from work on full pay for as long as necessary to protect their health and safety and that of their child.

The School will take account of appropriate medical advice provided by the worker's doctor or midwife.

16.1 Rest and Breastfeeding

Suitable arrangements will be made to enable pregnant workers and breastfeeding mothers to rest where required.
The School will provide access to an appropriate area which:

- is suitable for rest and allows the worker to lie down where necessary
- provides privacy and appropriate hygiene for expressing breast milk where required
- is not a toilet
- enables expressed milk to be stored appropriately.

Breastfeeding-related risks will continue to be considered within the individual risk assessment for as long as the worker is breastfeeding.

17 Work-related Stress

The School recognises that work-related stress can adversely affect the health, safety and wellbeing of staff and is committed to identifying and managing foreseeable risks arising from work-related stress.

The School will assess and manage risks from work-related stress in accordance with its general health and safety duties and will have regard to the Health and Safety Executive's Management Standards for work-related stress.

In considering potential causes of work-related stress, the School will have regard to the following areas:

- demands, including workload, work patterns and the working environment
- control, including the degree of appropriate influence staff have over the way they undertake their work
- support, including appropriate information, resources and support from managers and colleagues
- relationships, including the prevention and management of unacceptable behaviour, bullying, harassment and conflict
- role, including ensuring that staff understand their responsibilities and, so far as reasonably practicable, are not subject to conflicting expectations
- change, including appropriate communication and management of significant organisational or workplace change.

The School will:

- identify foreseeable workplace stressors and assess risks where appropriate
- take reasonably practicable steps to eliminate or reduce identified risks
- consider workload and working arrangements as part of the management of work-related stress

- consult and communicate with staff, as appropriate, about matters which may significantly affect their health and safety
- encourage staff to raise concerns about work-related stress at an early stage
- respond appropriately when an individual member of staff reports that work is adversely affecting their health
- maintain appropriate confidentiality when dealing with individual concerns
- review identified risks and control measures where circumstances change or where existing measures appear ineffective
- consider appropriate workplace adjustments or other support where required
- consider relevant information, including patterns of sickness absence, staff concerns and other indicators, where these suggest that work-related stress risks may require further assessment.

Managers have an important role in identifying and managing workplace factors that may contribute to work-related stress. They should:

- maintain appropriate communication with staff
- provide reasonable clarity about roles, responsibilities and priorities
- identify and address significant workload or workplace concerns within their control
- raise matters requiring wider action with the Headteacher
- respond appropriately where a member of staff raises a work-related stress concern.

Staff are encouraged to raise work-related stress concerns with their line manager, the Headteacher or another appropriate senior person so that the concern can be considered and appropriate action taken.

Where a significant work-related stress risk is identified, an individual, team or organisational risk assessment will be undertaken as appropriate and proportionate to the circumstances.

Occupational Health

The School recognises that work may affect staff members' physical and mental health, and that health conditions may affect their ability to carry out their duties safely.

The Headteacher will arrange referrals to an occupational health service where needed, in consultation with the member of staff and with their consent. Referrals may be appropriate where there are concerns about work-related ill health, fitness for work, ongoing or recurrent sickness absence, or support required for a safe return to work.

Occupational health advice will inform relevant individual risk assessments, reasonable adjustments and return-to-work arrangements. Agreed measures will be recorded, implemented and reviewed with the member of staff. Personal health information will be handled confidentially and shared only where necessary and in accordance with data protection requirements.

18 Accident, Incident and Near-Miss Reporting

The School will ensure that accidents, injuries, incidents, near misses, occupational diseases and dangerous occurrences are appropriately recorded, investigated and reported.

Detailed arrangements for first aid records, pupil accident recording and parental notification are set out in the School's First Aid Policy.

Staff must promptly report:

- accidents and injuries involving pupils, staff, visitors or contractors
- significant incidents which could have resulted in injury or ill health
- near misses where lessons may be learned or further controls may be required
- dangerous occurrences
- suspected work-related ill health or occupational disease
- defects, hazards or unsafe conditions identified as contributing to an accident or incident.

Records will contain sufficient information to establish what happened, identify any relevant hazards or contributing factors and enable appropriate follow-up action to be taken.

Significant accidents, incidents and near misses will be reviewed to determine whether:

- immediate action is required to make the area, activity or equipment safe
- an existing risk assessment requires review
- further control measures are required
- additional information, instruction, training or supervision is necessary
- equipment or premises require repair, inspection or withdrawal from use
- similar risks may exist elsewhere within the School
- the incident is reportable to an external authority.

The Headteacher will ensure that significant health and safety incidents are brought to the attention of the MIET Health & Safety Lead and the proprietor as appropriate.

18.1 Reporting under RIDDOR

The School will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
Where an accident, disease or dangerous occurrence may be reportable, the Headteacher will liaise with the MIET Health & Safety Lead to establish whether the statutory reporting criteria are met and to ensure that any required report is submitted to the appropriate enforcing authority within the applicable timescale.

Reportable events may include, as defined by RIDDOR:

- work-related deaths
- specified injuries to workers
- work-related injuries resulting in a worker being unable to perform their normal duties for more than seven consecutive days
- specified occupational diseases
- specified dangerous occurrences
- certain work-related injuries to pupils, visitors and other persons who are not at work.

A work-related injury resulting in a worker being unable to undertake their normal duties for more than three consecutive days must be recorded, even where it does not reach the RIDDOR threshold for reporting.

For an over-seven-day worker injury, the day of the accident is not counted but weekends and rest days are included. Where reportable, the report must be made within 15 days of the accident.

For most other reportable incidents, including deaths, specified injuries and dangerous occurrences, the enforcing authority must be notified without delay and the report received within the statutory reporting period.

18.2 Pupils, Visitors and Other Non-workers

An accident involving a pupil, visitor or other person who is not at work is not automatically reportable under RIDDOR simply because the person attends hospital.
A non-worker injury will generally be reportable where:

- the accident arose out of or in connection with a work activity, and
- the injured person was taken directly from the scene of the accident to hospital for treatment of the injury.

In determining whether an accident arose out of or in connection with work, consideration will be given to factors including the organisation or management of the activity, the way equipment or substances were used and the condition of the premises.

18.3 Records and Review

Accident, incident, near-miss and statutory reporting records will be retained securely in accordance with applicable legal requirements, the School's Records Retention arrangements and relevant insurance requirements.
Accident and incident records will be reviewed periodically to identify recurring hazards, trends or other matters requiring further action.

19 Health and Safety Information, Instruction and Training

The School will provide staff with appropriate health and safety information, instruction, training and supervision to enable them to undertake their duties safely and without avoidable risk to themselves or others.

Health and safety training will be appropriate to the individual's role, responsibilities, experience and the risks associated with their work.

19.1 Induction

All new staff will receive appropriate health and safety information as part of their induction.

This will include, as relevant to their role:

- the School's Health and Safety Policy and arrangements
- individual health and safety responsibilities
- arrangements for reporting hazards, defects, accidents, incidents and near misses
- fire and emergency procedures
- how to obtain first aid assistance
- relevant safeguarding and security arrangements
- significant workplace risks and the measures in place to control them
- procedures and risk assessments relevant to the individual's role
- how to raise a health and safety concern
- any specific information, instruction or training required before particular duties are undertaken.

Temporary, agency and other workers will be provided with appropriate health and safety information and instruction relevant to the work they undertake and the risks to which they may be exposed.

19.2 Role-specific and Specialist Training

Additional health and safety training, instruction or supervision will be provided where required by legislation, risk assessment, the nature of the work or the individual's responsibilities.

This may include, as applicable:

- first aid and paediatric first aid
- fire safety and evacuation responsibilities
- manual handling
- working at height
- use of work equipment
- COSHH and safe use of hazardous substances
- food hygiene
- risk assessment
- educational visits
- premises and maintenance activities
- management of specific health and safety risks
- any other specialist activity requiring particular competence.

Staff must not undertake work requiring specific training, competence or authorisation unless those requirements have been met or appropriate supervision is provided.

19.3 Refresher and Additional Training

Health and safety training needs will be reviewed periodically and whenever circumstances indicate that additional or refresher training may be required.

Additional or refresher training will be provided, as appropriate, where:

- legislation, statutory guidance or recognised safe practice changes
- new equipment, substances or technology are introduced
- an employee changes role or takes on new responsibilities
- a new or significantly changed system of work is introduced
- a risk assessment identifies a training need
- an accident, incident, near miss or audit identifies a gap in knowledge or competence
- existing training requires periodic renewal
- there is reason to believe that existing knowledge, instruction or training is no longer sufficient.

Training will be adapted where necessary to take account of new or changed risks.

Health and safety training required under applicable health and safety legislation will take place during working hours.

19.4 Managers and Those with Health and Safety Responsibilities

Staff with management, supervisory or designated health and safety responsibilities will receive information, instruction and training appropriate to those responsibilities.

The School will ensure, so far as reasonably practicable, that persons undertaking safety-critical or specialist functions have the necessary skills, knowledge, training and experience to carry out those functions competently.

19.5 Training Records
Appropriate records of health and safety training will be maintained.

Records may include:
- the nature of the training or instruction
- the person undertaking it
- the date completed
- the training provider or person delivering the training where relevant
- any qualification or certificate obtained
- renewal or expiry dates where applicable.

Training records will be monitored so that refresher or renewal training can be arranged where required.

19.6 Staff Responsibilities
Staff are expected to:
- attend health and safety training required for their role
- follow the information, instruction and training provided
- work within the limits of their training and competence
- seek advice or further instruction where they are unsure how to undertake a task safely
- inform their manager where they believe additional training, equipment or supervision is required
- not misuse or disregard safety procedures, equipment or control measures.

20 Monitoring, Inspection and Review

The School will monitor the implementation and effectiveness of its health and safety arrangements to ensure that risks are appropriately controlled and that identified concerns are addressed promptly.

The Headteacher has responsibility for the day-to-day monitoring of health and safety within the School, supported by the MIET Health & Safety Lead and other appropriately competent persons where required.

20.1 Monitoring Arrangements
Health and safety monitoring will include, as appropriate:
- planned inspections of the premises and activities
- routine premises checks and reporting of defects
- review of risk assessments and control measures
- monitoring of statutory and other required inspections, servicing and testing
- review of accidents, incidents, near misses and emerging trends
- monitoring of first aid arrangements
- monitoring of fire safety arrangements
- review of health and safety training and renewal requirements
- review of contractor activity and associated health and safety documentation
- review of concerns raised by staff, pupils, parents, visitors or contractors
- consideration of reports, recommendations or enforcement action from external competent persons or authorities
- monitoring of remedial actions to ensure that they are completed within appropriate timescales.

Records will be maintained, as appropriate, of relevant inspections, checks, tests, servicing and remedial action.

20.2 Routine Playground and Outdoor-Area Checks
Routine checks of playgrounds and outdoor areas form part of the School's day-to-day health and safety monitoring arrangements.

Break and Lunchtime
At the start of each break and lunchtime duty period, the designated member of staff identified for that duty will complete the relevant health and safety check of the areas to be used.

The check will include, as appropriate:

- the general condition and safety of the playground and outdoor areas
- obvious hazards, damage, debris or other obstructions
- the condition of equipment or resources intended for use
- any environmental or weather-related hazards
- any other matter which could present a foreseeable risk to pupils or staff.

Where a hazard or defect is identified, appropriate action will be taken before or during use.

This may include:

- removing the hazard where it is safe to do so
- restricting access to an affected area
- withdrawing equipment from use
- adapting the planned activity or supervision arrangements
- reporting the matter promptly for further action.

Staff (KS1 and KS2) undertaking outdoor break and lunchtime supervision duties must wear the School's high-visibility jacket or vest while on duty.

EYFS Outdoor Areas
A documented health and safety check of the EYFS outdoor play area will be completed daily by designated EYFS staff before the area is used by pupils.
This check is additional to the Caretaker's routine morning site checks and provides a specific check of the outdoor environment from the perspective of its intended use by

EYFS pupils.
Any hazard or defect identified will be addressed before the affected area, equipment or resource is used. Where this cannot be done immediately, access or use will be restricted and the matter reported promptly.

Records and Follow-up
The designated member of staff will complete the relevant health and safety checklist for each break or lunchtime duty period. Designated EYFS staff will complete the daily EYFS outdoor-area health and safety check.

Any defect, hazard or concern identified during a check must be reported promptly to the Headteacher and Caretaker. Where an immediate risk is identified, appropriate action will be taken before the affected area, equipment or resource is used.

Completed checklists will be reviewed and signed off by the Headteacher at the end of each week as part of the School's monitoring arrangements.

Routine completed checklists will be retained in accordance with the School's Records Retention arrangements. Where a checklist is relevant to an accident, incident, significant defect, complaint, investigation, insurance matter or potential claim, it will be retained with the associated records for the applicable retention period.

20.2.1 Slips, Trips and Falls

The School will assess and manage the risk of slips, trips and falls affecting pupils, staff, visitors and contractors throughout the premises, including classrooms, corridors, staircases, toilets, entrances, playgrounds and external pathways.

The School will:

- keep walkways, stairs and exits clear of bags, equipment, trailing cables and other obstructions;
- maintain floors, steps, handrails and external surfaces in a safe condition, arranging repairs promptly;
- ensure that spillages are dealt with promptly and that cleaning arrangements minimise the risk from wet floors;
- restrict access to unsafe or wet areas until they are safe, using barriers where necessary; warning signs will supplement these precautions;
- provide suitable lighting and secure entrance matting where needed;
- address weather-related hazards, including rainwater, wet leaves, ice and snow, through appropriate cleaning, gritting or restrictions on access;
- remind pupils to walk sensibly indoors and use staircases safely.

All staff must report hazards promptly to the Caretaker and Headteacher and take immediate action where safe to do so. Where a hazard cannot be resolved immediately, access to the affected area will be restricted as necessary.

Slips, trips and associated near misses will be recorded and reviewed in accordance with the School's reporting procedures. Relevant risk assessments and control measures will be updated where required.

20.3 Premises and Statutory Checks

The School and Trust will ensure that appropriate systems are in place for required checks, inspection, testing, servicing and maintenance of the premises, plant and equipment.

Depending on the premises and identified risks, these may include:

- fire detection, alarm and emergency-lighting systems
- firefighting equipment
- electrical installations and electrical equipment
- gas installations and appliances
- water hygiene and Legionella controls
- asbestos management
- lifts or lifting equipment, where applicable
- heating, ventilation and other building services
- trees and external areas
- catering and food-hygiene arrangements
- security systems
- work equipment
- any other statutory or risk-based inspection applicable to the premises.
- structural condition and relevant building surveys, including RAAC where applicable

Checks will be undertaken at appropriate intervals by persons who are competent to do so.

Defects or non-compliance identified through inspections, testing or servicing will be assessed and addressed according to the level of risk. Where necessary, affected equipment, areas or activities will be taken out of use pending remedial action.

20.4 Health and Safety Inspections and Audits

The Headteacher, supported by the MIET Health & Safety Lead, will ensure that planned health and safety inspections or audits are undertaken at appropriate intervals.

Inspections and audits will consider, as appropriate:

- the condition of the premises
- housekeeping and access/egress
- fire precautions
- work equipment
- hazardous substances
- first aid provision
- implementation of risk assessments
- statutory inspection and maintenance records
- accident and near-miss trends
- training and competence
- outstanding remedial actions
- any changes which may introduce new or increased risks.

Findings will be recorded and actions allocated, prioritised and monitored through to completion.

Significant unresolved concerns will be escalated to the proprietor and board of trustees as appropriate.

20.5 Trustee Oversight

The board of trustees will receive appropriate assurance regarding the effectiveness of the School's health and safety arrangements.

Information provided to trustees may include, as appropriate:

- significant accidents, incidents or near misses
- significant premises or compliance concerns
- findings from health and safety audits or inspections
- outstanding high-priority remedial actions
- significant changes in health and safety legislation or guidance
- matters requiring additional resources or strategic action
- assurance regarding the ongoing implementation of this policy.

20.6 Policy Review

This Health and Safety Policy will be formally reviewed at least annually and approved in accordance with the School's governance arrangements.

The policy will also be reviewed sooner where necessary following:

- significant changes to legislation or statutory requirements
- significant changes to the premises, activities or organisational arrangements
- a serious accident, incident or near miss
- findings from an inspection, audit or enforcement authority
- evidence that existing arrangements are no longer effective
- other significant changes affecting health and safety.

Changes to the policy and associated arrangements will be communicated to relevant staff and others as appropriate.

21 Asbestos Management

The School and Trust will ensure that responsibility for the legal duty to manage asbestos within the premises is clearly identified and that the requirements of the Control of Asbestos Regulations 2012 are complied with.

Where asbestos-containing materials (ACMs) are present, or are presumed to be present, appropriate arrangements will be maintained to prevent exposure to asbestos fibres.

The School and Trust will ensure, as applicable, that:

- appropriate information is available to establish whether asbestos is present or may be present within the premises
- a suitable asbestos management survey is undertaken where required by a competent person
- materials are presumed to contain asbestos unless there is strong evidence that they do not
- an up-to-date asbestos register records the location and condition of known or presumed ACMs
- the risks associated with identified or presumed ACMs are appropriately assessed
- a written asbestos management plan is maintained and implemented where required
- the condition of ACMs is monitored at appropriate intervals
- the asbestos register and management plan are updated following relevant inspections, maintenance, refurbishment, removal or other changes
- the asbestos management plan is formally reviewed at least every 12 months and sooner where circumstances require
- staff with responsibilities relating to asbestos management receive appropriate information, instruction and training
- persons liable to disturb the fabric of the building are provided with relevant asbestos information before work begins
- contractors undertaking work which may disturb ACMs are appropriately competent and provide suitable risk assessments, plans of work and other required documentation
- appropriate specialist advice is obtained before intrusive maintenance, refurbishment or demolition work is undertaken
- records relating to asbestos management are maintained appropriately.

21.1 Contractors and Maintenance Work

Before any work which may disturb the fabric of the building begins, the relevant asbestos information will be checked and communicated to those undertaking or supervising the work.

No member of staff or contractor may drill, cut, disturb, remove or otherwise interfere with a known or suspected ACM unless the work has been appropriately assessed and authorised and all applicable legal requirements have been met.

Where planned work will disturb areas not adequately covered by an existing management survey, an appropriate refurbishment or demolition survey will be obtained where required before intrusive work begins.

21.2 Suspected Accidental Disturbance

If material which is known or suspected to contain asbestos is accidentally damaged or disturbed:

- work will stop immediately
- persons will be kept away from the affected area
- the area will be secured so far as is safely practicable
- the Headteacher and the person responsible for asbestos management will be informed immediately
- competent specialist advice will be obtained
- the area will not be reoccupied until it has been established that it is safe to do so
- the circumstances will be investigated and relevant records, risk assessments and management arrangements reviewed.

22 Water Hygiene and Legionella

The School and Trust will ensure that risks associated with water systems, including exposure to Legionella bacteria, are appropriately assessed and controlled.
Water hygiene arrangements will have regard to the Health and Safety Executive's Approved Code of Practice L8, Legionnaires' disease: The control of legionella bacteria in water systems, and associated HSE technical guidance.

22.1 Legionella Risk Assessment

A suitable and sufficient assessment of the risks from exposure to Legionella bacteria will be undertaken by a person who is competent to do so.
The assessment will consider, as appropriate:

- the design and operation of the hot and cold water systems
- water storage and distribution arrangements
- areas where water may remain stagnant or little used
- outlets or equipment capable of producing water droplets or aerosols
- water temperatures
- the presence of scale, sediment, corrosion or other conditions which may encourage bacterial growth
- persons who may be particularly susceptible to infection
- changes to the premises or water system
- any other relevant characteristics of the water system.

The risk assessment will be reviewed where there is reason to believe that it is no longer valid, including following significant changes to the water system, premises, use of the building or identified control measures.

22.2 Responsible Person and Control Arrangements

A competent person will be appointed to take responsibility for managing and monitoring the identified risks from Legionella.
Responsibilities will be clearly defined so that those involved understand the aspects of the water-hygiene control arrangements for which they are responsible.

Where the risk assessment identifies a foreseeable risk, an appropriate written control scheme will be maintained and implemented.

Control arrangements may include, as appropriate:

- monitoring hot and cold water temperatures
- maintaining appropriate water temperatures throughout the system
- routine flushing of infrequently used outlets
- identifying and managing little-used or redundant outlets and pipework
- cleaning, descaling and maintaining relevant outlets and equipment
- inspecting water-storage vessels and associated systems where applicable

- maintaining water systems in a clean and properly functioning condition
- appropriate remedial cleaning or disinfection where required
- managing risks associated with periods of low occupancy or closure
- taking appropriate action where monitoring results fall outside established control parameters.

Where temperature is used as a primary means of Legionella control, the water system will be operated in accordance with current HSE guidance while also ensuring that the risk of scalding, particularly to pupils, is appropriately controlled.

22.3 Monitoring, Maintenance and Records
The frequency and nature of monitoring, inspection and maintenance will be determined by the Legionella risk assessment, the characteristics of the water system and the control scheme in place.

Appropriate records will be maintained of:
- the Legionella risk assessment and subsequent reviews
- the persons responsible for managing the control arrangements
- monitoring, inspection and testing undertaken
- temperature or other control measurements where applicable
- flushing or other routine control measures where these form part of the control scheme
- maintenance, cleaning, disinfection and remedial work
- significant defects or departures from required control measures and the action taken
- relevant work undertaken by specialist contractors.

Where external contractors or consultants are used, the School and Trust will take reasonable steps to ensure that they are appropriately competent for the work undertaken.

22.4 Changes, Closures and Remedial Action
Water-hygiene risks will be considered before:
- significant alterations to the water system
- refurbishment or building work affecting water services
- commissioning new water installations
- bringing previously unused parts of the premises back into use
- reopening following an extended period of reduced use or closure.

Where monitoring, inspection or assessment identifies inadequate control of Legionella risk, appropriate remedial action will be taken promptly.
Affected outlets, equipment or areas will be taken out of use where necessary until the risk has been appropriately controlled.

23 Gas Safety

The School and Trust will ensure that gas installations, pipework, appliances, fittings and flues are installed, used and maintained safely in accordance with the Gas Safety (Installation and Use) Regulations 1998, as amended, and other applicable health and safety requirements.

Where gas systems or appliances are present, the School and Trust will ensure that:
- gas work is undertaken only by a Gas Safe registered engineer who is appropriately qualified for the particular category of work
- the competence and relevant Gas Safe registration of persons undertaking gas work are appropriately checked

- gas pipework, appliances, fittings and flues are regularly maintained in a safe condition
- servicing and maintenance are undertaken in accordance with manufacturers' instructions, competent professional advice and applicable legal requirements
- appropriate ventilation is maintained in areas containing gas appliances
- ventilation openings, flues and chimneys are not obstructed
- gas appliances known or suspected to be unsafe are immediately taken out of use
- appropriate gas isolation or emergency shut-off arrangements are available
- relevant staff know how to summon assistance and, where appropriate, how the gas supply may be isolated safely in an emergency
- the risks from carbon monoxide are appropriately considered and controlled
- defects identified through inspection, servicing or maintenance are addressed promptly
- appropriate records of gas safety inspections, servicing, maintenance and remedial work are retained.

23.1 Gas Leaks and Suspected Carbon Monoxide

Where a gas leak is known or suspected, appropriate emergency action will be taken immediately.

This may include:

- stopping the use of gas appliances
- isolating the gas supply where it is safe and appropriate to do so
- keeping people away from the affected area
- ventilating the area where this can be done safely
- evacuating part or all of the premises where necessary
- contacting the National Gas Emergency Service or relevant gas supplier, as applicable
- contacting the emergency services where circumstances require
- ensuring that the gas supply or affected appliance is not returned to use until it has been established as safe by an appropriately qualified Gas Safe registered engineer.

Where carbon monoxide exposure is suspected, affected persons will be moved to a safe location and appropriate medical or emergency assistance sought.

Any appliance or installation suspected of producing unsafe levels of carbon monoxide will remain out of use until appropriately inspected and confirmed safe.

23.2 Inspection, Servicing and Records

The frequency of gas inspection, servicing and maintenance will take account of:

- manufacturers' instructions
- the nature and age of the installation or appliance
- the intensity and circumstances of its use
- advice from an appropriately qualified Gas Safe registered engineer
- applicable statutory requirements
- the findings of previous inspections, servicing or maintenance.

Appropriate records will be retained to demonstrate that gas systems and appliances have been properly maintained and that identified defects have been addressed.

24 Noise at Work

The School will manage risks arising from exposure to noise in accordance with the Control of Noise at Work Regulations 2005.
The School recognises that ordinary background noise within a school environment will not normally present a risk of hearing damage. Where an activity, item of equipment, maintenance operation or other circumstance may expose staff to potentially harmful levels of noise, the risk will be assessed and appropriate control measures implemented.

The School will, where applicable:

- identify activities, equipment or areas where potentially harmful noise exposure may occur
- assess the risk to staff where exposure may reach levels requiring action under the Control of Noise at Work Regulations 2005
- eliminate or reduce exposure to harmful noise so far as is reasonably practicable
- control noise at source in preference to relying solely on personal hearing protection
- consider quieter equipment, alternative working methods, suitable maintenance, isolation, enclosure or other engineering or organisational controls where appropriate
- limit the duration and number of persons exposed where this forms an appropriate control measure
- ensure that noisy equipment is appropriately maintained
- provide suitable hearing protection where required and where risks cannot adequately be controlled by other means
- identify and manage hearing-protection zones where these are required
- provide appropriate information, instruction and training to staff who may be exposed to significant noise risks
- arrange appropriate health surveillance where the risk assessment identifies a risk to health for which such surveillance is required
- review the assessment and controls where there is reason to believe that they are no longer effective or where there is a significant change in the work.

Where activities involving pupils could expose them to potentially harmful levels of noise, the School will ensure that appropriate risk controls and supervision are in place.

25 Linked Policies, Procedures and Records

This Health and Safety Policy should be read alongside the School's other relevant policies, procedures and risk-management arrangements, including:

- First Aid Policy
- Fire Safety and Emergency Evacuation Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions and Administering Medicines Policy
- School Allergy Management Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Supervision Policy
- SEND Policy
- Accessibility Plan
- Whole School Food Policy
- Data Protection Policy
- Records Retention Policy

- relevant emergency and critical-incident procedures
- relevant premises, maintenance and contractor-management procedures
- relevant COSHH assessments
- asbestos register and asbestos management plan, where applicable
- Legionella risk assessment, written control scheme and water-hygiene records
- fire risk assessment and associated fire-safety records
- site-specific and activity-specific risk assessments
- health and safety inspection, playground and outdoor-area check records.

These documents and arrangements should be applied together so that health and safety risks are identified, controlled, monitored and reviewed effectively.