

Health and Safety Policy

February 2025



POLICY DOCUMENT	Health and Safety Policy
Lead Member of Staff:	LEGALLY REQUIRED
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EMMAUS CATHOLIC ACADEMY TRUST

The Diocese of Salford provides Catholic Academy Trusts, schools, and colleges for the following reasons:

- 1. To assist in the mission of making Christ known to all people;**
- 2. To assist parents and carers, who are the prime educators of their children, in the education and religious formation of their children;**
- 3. To be of service to the local Church – the Diocese – the Parish and the Christian home;**
- 4. To be of service to society.**

Emmaus Catholic Academy Trust Vision:

To provide great Catholic education across Greater Manchester in line with the Diocesan vision to 'rebuild the church for future generations'.

Journey with Emmaus CAT...



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1. Policy Statement

Our core purpose is to create a healthy Catholic organisation serving the pupils in our Catholic schools, communities, families, and parishes across Greater Manchester. We are aligned in our mission to work collegially to ensure that we have great schools, strong in faith, serving society. Schools where every pupil has an equal opportunity to thrive and receive the very best Catholic education and formation. Our guiding principles and this Health and Safety Policy exist to ensure that each Emmaus CAT school has a clear and compelling vision for all of its pupils, focused on creating an inclusive environment, tailored to the needs and abilities of each and every pupil. At Emmaus CAT we will succeed with our philosophy of aligned autonomy, the belief that talent is key and the sharing of curriculum knowledge and academic rigor.

2. Aim of Emmaus CAT Policies

The aim of this, and all Emmaus CAT policies is to support the seven major themes of Catholic Social Teaching, which include;

- The dignity of work and the rights of the worker;
- Solidarity with all people;
- A preferential option for the poor;
- Stewardship and care for creation;
- The call to community and participation;
- The sacredness of life and the dignity of the human person;
- Human rights and the responsibility to protect them;

as well as ensuring that national legislation and guidance are implemented across all our schools. Our policies should not be viewed in isolation, but along with our guiding principles, as integral to all aspects of school improvement. With our policies we aim to create an effective partnership with parents and carers, the prime educators of their children, to ensure that all children reach their potential whilst setting high expectations and aspirations, in a positive and supportive environment. All Emmaus CAT policies will clearly define and communicate the core principles which underpin our Catholic culture, mission and vision.

3. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that specific accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;



- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by a contractor from the Gas Safe Register;
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their employees;
- The Work at Height Regulations 2005, which requires employers to protect their employees from falls from height;
- Approved Code of Practice (ACCOP L8) on the control of legionella bacteria in water systems, which outlines how organisations manage hot and cold water systems;
- The Control of Asbestos Regulations 2012;
- The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues, and Actions for schools during the coronavirus outbreak, which provides guidance on what schools need to do during the COVID-19 pandemic;
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

4. Roles and Responsibilities

Emmaus CAT Board of Directors

The Board of Directors in accordance with the scheme of delegation and its funding agreement, are legally responsible and accountable for all statutory functions. The Emmaus CAT Board of Directors has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher of each school.

- Ensure that Emmaus CAT fulfils its statutory duties under the Health and Safety at Work Act and any other legislative requirements relating to health and safety and those aims identified in the Health and Safety Policy Statement;
- Appoint a third-party health and safety provider to conduct internal assurance audits;
- Ratify all statutory policies in relation to health and safety and all associated legislation;
- Establish an Audit and Risk Committee to monitor the implementation of the health and safety policy and ensure measures are taken to mitigate risks;
- Review and agree any capital projects and buildings improvements;
- The trust board has a duty to take reasonable steps to ensure that employees and pupils are not exposed to risks to their health and safety within school premises or whilst engaged in off site school activities.

5. Audit and Risk Committee

Members of Emmaus CAT Central Team will be part of the Audit and Risk Committee and will advise and support the Trust Board in their duties.

The Audit and Risk Committee will:



- Ensure that effective health and safety planning is in place at all schools across Emmaus CAT and that regular monitoring, audit, and review of health and safety performance is undertaken;
- Ensure there is an effective Risk Register in place to manage risk and said register includes contingency and business continuity planning;
- Review internal and external health and safety audit reports and make recommendations to the Trust Board;
- Review the effectiveness of systems to assess and manage risk and ensure they are robust.

6. Emmaus CAT Central Team

The Central Team will:

- Conduct regular auditing and monitoring of the CAT-wide digital compliance system;
- Complete health and safety reporting on a regular basis and provide an overview of risks to the Audit and Risk Committee;
- Ensure that all contractors appointed by the Central Team have completed the relevant contractor competency documents and that these documents are reviewed for suitability before the contractor is approved;
- Provide schools with a robust contractor competency process to ensure contractors that are appointed by schools are suitably insured and competent;
- Assist and support school leaders and Local Governing Bodies to ensure that all statutory surveys are carried out, such as asbestos surveys, water risk assessments and fire risk assessments;
- Support school leaders in compiling capital investment planning, to ensure areas of risk receive suitable capital investment or that suitable risk mitigation is in place.

7. Local Governing Body (LGB)

Each school's Local Governing Body (LGB) includes the Headteacher and a Health and Safety Lead Governor. The role of the LGB is to support the school and the Trust Board of Directors to achieve their health and safety commitments.

The LGB will review and monitor health and safety matters in the school and it will hold a minimum of six formal meetings per year. The meeting notes relating to health and safety, will be published on GovernorHub. In the meetings, the LGB must:

- Appoint a Local Governor responsible for health and safety; – Local Governing Body Health and Safety Lead;
- Review the Risk Register of the school;
- Review near miss, injury, accident, and incident/hazardous occurrence records and rates, for the school and, where reasonably practicable, make appropriate improvements;
- Review visits by official officers and, where legally obliged make appropriate improvements;
- Review internal and external audit reports and make appropriate improvements;
- Participate in a site inspection at least once a year;



- Appoint a professional partner to manage agreed capital projects within the school and to advise on any relevant statutory requirements under the Construction Design and Management Regulations (CDM) 2015.

8. School Headteacher – Responsible Person

Day-to-day responsibilities of health and safety management fall under the remit of the Headteacher as part of the headteachers' statutory duties. They are responsible for the overall day-to-day health and safety of all employees, pupils, contractors, and visitors within the school site.

School Headteachers will:

- Ensure where required, school specific policies and procedures are in place to deal with specific risks within their school;
- Ensure there are adequate resources within the budget for health and safety, including for all statutory services and checks to machinery, equipment, and premises;
- Identify persons within their school who will have specific H&S responsibilities and nominate a Health and Safety Lead for the school;
- Adequate H&S training is provided to enable employee(s) to carry out their responsibilities;
- Ensure that systems are in place for the effective monitoring of health and safety performance;
- Prepare and maintain the Risk Register for the LGB;
- Ensure that a safe and well maintained working environment is in place throughout the school;
- Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities, or safe working practices as laid down in policies and procedures;
- Participate in a site inspection at least once a term;
- Ensure that all statutory risk assessments are in place and up to date;
- Recommend to the LGB, a professional partner to manage and deliver any agreed-upon capital projects.

9. Key Personnel (e.g. Site Managers/Business Manager)

- Implementation of the policy, management arrangements, workplace precautions and performance standards;
- Ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees and where appropriate develop a local policy/procedure;
- Ensure suitable training is provided to all employees;
- Ensure that hazards are identified, and that written risk assessments are in place;
- Making sure that the review, monitoring and re-issue of risk assessments is carried out as and when necessary, e.g. change in work practices, the introduction of new processes or machinery, and at not less than 12 monthly intervals;
- Making sure that there is communication and participation at all levels in health and safety activities.
- Supervising work activities adequately to ensure good health and safety standards are maintained;
- Making sure that employees new to the school, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard;



- Seek advice and liaise with the headteacher, the central team or external organisations on health and safety matters and best practice where necessary;
- Inform the headteacher of issues which are beyond their control, or where resources are insufficient to enable compliance with the health and safety policy;
- Ensure that all site related health and safety tasks including statutory maintenance checks are undertaken at appropriate frequencies;
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to in line with the Control and Management of Contractors policy;
- Maintain statutory compliance records and remedial actions on the CAT-wide digital compliance system.

10. Site Security

The site manager and business manager are responsible for the security of the school site. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The site manager and Capricorn Security are key holders and will respond to an emergency out of normal school operational hours.

If cash is kept on site, it is to be kept in a safe, and monies are to be collected regularly by an approved cash handling service. Counting of accumulated cash must occur at an appropriate location on school premises.

All employees are responsible for their own personal belongings and should not leave valuables unattended at any time. The school will accept no responsibility for items left unattended. In the event of a theft in the school, employees will be advised to report the incident to the police and the school will assist them in their investigations, i.e., with the use of CCTV recordings where available. It is the responsibility of all employees to take appropriate measures to maintain the security of any school equipment being used.

11. All Employees

Emmaus CAT requires that all employees to act in a responsible manner whilst in the course of their employment. All employees must do everything within reason to prevent injury or harm to themselves and others.

Employees will:

- Be familiar with this Health and Safety Policy and any other policies affecting their area of work;
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work activities;
- Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments, procedures, and protective measures with regard to their working practices;
- Inform the employer of any work situation representing a serious and immediate danger or any shortcomings in health and safety arrangements, so that remedial action can be taken;



- Report all accidents, near misses, incidents of violence, diseases, and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence;
- Attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction, and training given;
- Have an active involvement to raise health and safety standards on the premises;
- Wear all protective clothing or equipment provided for a specific duty or task and maintain the equipment in reasonable repair, including reporting losses or defects to management;
- Use only the correct tools and equipment provided for the job, which they are trained to use, and are only designed for that specific purpose;
- Disciplinary action can be taken against any employee who does not strictly adhere to the policies and procedures;
- All employees must co-operate with any enforcement body such as the Fire Authority and Environmental Health Services.

12. Pupils

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others;
- Respond to instructions given by employees in an emergency;
- Observe the health and safety rules of the school;
- Not misuse, neglect, or interfere with items supplied for their, and other pupils', health and safety.

13. Parents/Visitors/Contractors

All parents and visitors to the school must familiarise themselves with the school's health and safety procedures. Important health and safety information will be provided on arrival to school. Please speak to any employee if you require any further clarity.

All parents and visitors will:

- Exercise personal responsibility for the health and safety of themselves and others;
- Respond to instructions in an emergency.

14. Contractors will:

- Agree to the health and safety practices with the designated Health and Safety Lead prior to work commencing;
- Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work;
- If permits to work are required for specific tasks, such as hot works, this must be filled out with the Health and Safety Lead in advance of work taking place;
- Contractors will follow the Control and Management of Contractors' Policy and its procedures.



15. Competent Advice

Emmaus CAT schools have appointed Compliance Education as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

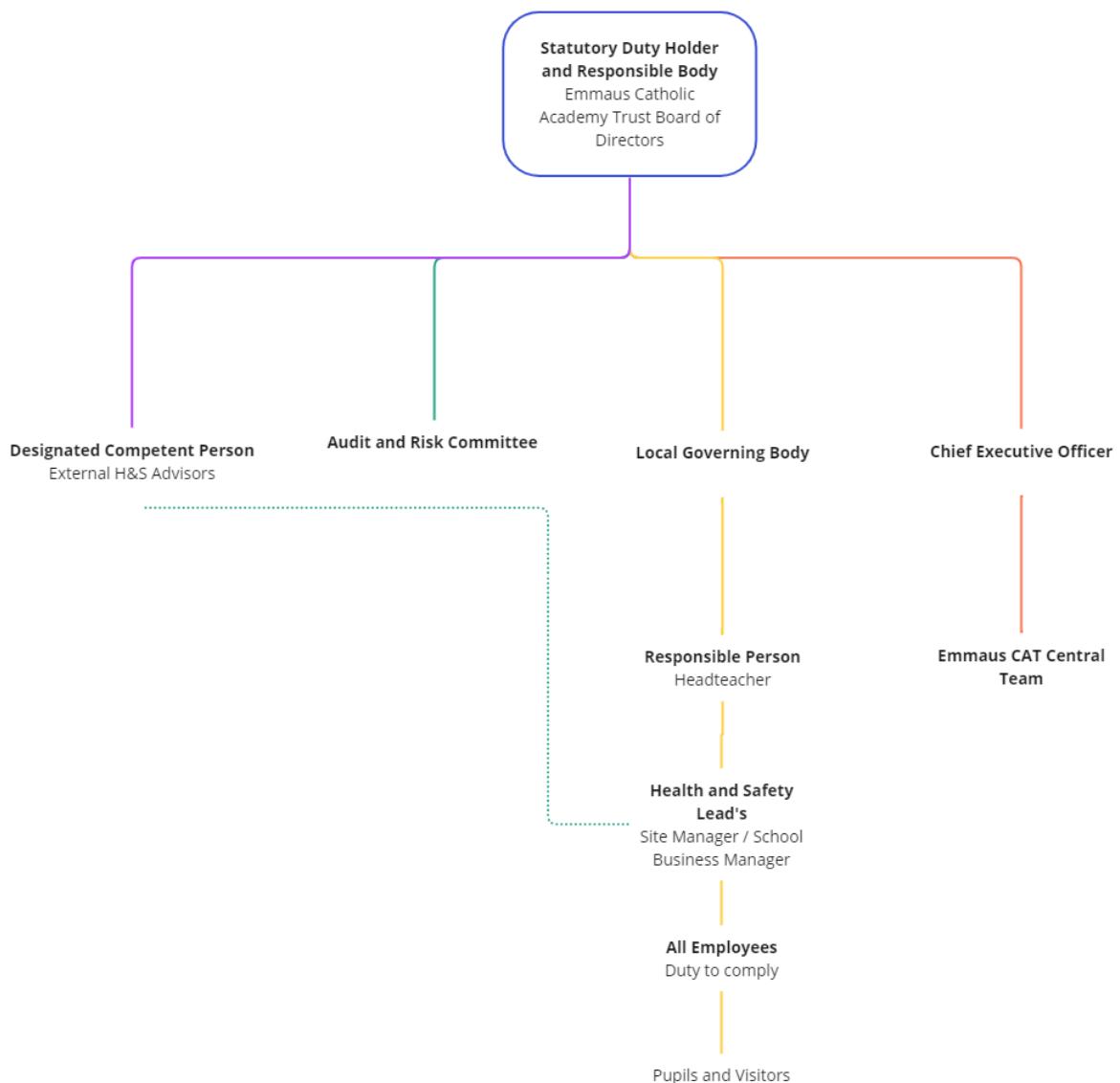
The health and safety advisor will support the school management team on the implementation of this Health and Safety Policy and established schedules and safe working practices.

The health and safety advisor has the responsibility for the following:

- Ensuring the school and central team are aware of statutory obligations;
- Advising the school management team of their responsibilities for accident prevention and avoidance of health and safety hazards;
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations;
- Reviewing statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the school;
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones;
- Overseeing and reviewing accident investigations and assisting in preparing reports to enable monitoring of health and safety performance;
- Identifying Health and Safety training needs and advising on suitable training programmes;
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required;
- Supporting schools in developing and implementing lockdown procedures and business contingency plans.



16. Health and Safety Responsibility Structure Chart



17. Evacuation and Lockdown Procedure

The school will be responsible for creating and implementing an evacuation and lockdown procedure. In the event of an emergency, the evacuation or lockdown will be followed. All employees are trained in the evacuation and lockdown procedures.

18. Working from Home

Emmaus CAT has the same health and safety responsibilities for employees working from home. The school will provide guidance on good working practices. When working from home employees must have a Display Screen Equipment (DSE) assessment in place and the school must make any reasonable steps to comply to the DSE assessment.

19. Lone Working

If lone working is to be undertaken, a colleague, friend, or family member will be informed about where the employee is and when they are likely to return. The lone worker will ensure they are medically fit to work alone.

Potentially dangerous activities, such as those where there is a risk of falling from a height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other employees are available.

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.
- Remote working, self-isolation and/or remote learning.

The school will:

- Train, supervise and monitor lone workers.
- Ensure a clocking in and out system is in place.
- Keep in touch with lone workers and respond to any incidents.

20. Risk Assessments for Lone Workers

Personal Risk Assessments for lone workers should include the following details:



- Have access to adequate first aid facilities.
- Include guidance on how and when lone workers should contact their employer, including details of any emergency contact numbers.

21. Risk Assessments (Management of Health and Safety at Work Regulations 1999)

With the assistance of Compliance Education all identified hazards are evaluated by the head teacher/and the school management team and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether.
- Substitution by something less hazardous or that presents less risk
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training.
- Ensure appropriate supervision.

Review

Once a risk assessment is created it is imperative that it is reviewed, finalised and read by all relevant school staff.

Thereafter, the head teacher, head of departments and other nominated school staff are responsible for ensuring the risk assessments 'live documents' are:

- Regularly reviewed,
- The effectiveness of the control measures are monitored,
- Physical control measures are used and followed by staff and students.
- Kept up to date by informing the relevant people of any changes so, amendments and risk re-assessments can be carried out.

Examples that would activate a risk assessment review:

- At regular intervals throughout the year.



- Following a significant change and/or if there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.
- Reviewed Yearly.

22. Display Screen Equipment

All employees who use computers daily as a significant part of their normal work have a Display Screen Equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- All school's health and safety leads must complete the DSE Assessor Training and ensure that anyone who regularly uses a computer attends DSE training.
- Training records are to be stored as part of employment records.
- Employees identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

23. Fire

Emergency exits and assembly points are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

- Emergency evacuations are practiced at least once a term.
- The fire alarm is a loud continuous bell
- Fire alarm testing will take place once a week
- New employees will be trained in fire safety and all employees and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.
- Evacuation procedures will begin immediately.
- Fire extinguishers may be used by employees only, and only then if employees are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Employees and pupils will report to their assembly points. These are in the school playgrounds.
- Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The office staff will take a register of all employees.
- Employees and pupils will remain outside the building until the emergency services say it is safe to re-enter.

Schools will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.



Please refer to the Emmaus CAT Fire Safety Policy for more information.

24. Hazardous Materials

- Schools will only purchase hazardous materials from an approved source, making sure that the relevant Material Safety Data Sheet (MSDS) is provided by the retailer on delivery. Schools will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.
- The department lead or health and safety lead is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or HazCard – the latter is provided by CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- The department lead in liaison with the health and safety lead, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the department lead and health and safety lead on an annual basis to ensure continued effectiveness, even when they are known to be reliable.
- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All CoSHH and ionising radiations regulations will be adhered to.
- All hazardous materials storage units must be yellow in colour and clearly marked as containing hazardous materials. Cupboards must be secured at all times. A suitable chemical spill kit must be kept within a reasonable distance of hazardous storage materials cupboards.
- Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- No employee or pupil should ever be put at risk through exposure to any hazardous substance used in a practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the department lead. The department lead or health and safety lead will ensure employees are appropriately trained to use hazardous materials.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- The health and safety lead will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school; the inventory must include the locations of where chemicals are stored within the school. In addition, all hazardous material storage areas must have a list of contents displayed on the door. A copy of this list is to be kept in the fire log book.
- An annual audit of hazardous materials will be undertaken by the health and safety lead and department lead with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.
- Guidance from CLEAPSS, AfPE, DATA, and other lead bodies should be adopted as appropriate.



25. CoSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals.
- Products containing chemicals.
- Fumes.
- Dusts.
- Vapours.
- Mists.
- Gases and asphyxiating gases.
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (CoSHH) risk assessments are completed by the site manager and business manager and circulated to all employees who work with hazardous substances. Employees will also be provided with protective equipment, where necessary.

Employees use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous chemicals will be stored in a locked cabinet in the cleaning room.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed in locations where hazardous products are stored and in areas where they are routinely used.

26. Asbestos

- Employees are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- Please refer to the Control of Asbestos Policy for more information.

27. Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent 'Gas Safe' registered engineer.
- Gas pipework, appliances and flues are regularly maintained in line with the Inspections Policy.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.
- Please refer to the Inspections Policy for further information.



28. Legionella

- A water risk assessment has been completed in December 2025 by Cleartech.
- Cleartech is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.
- This risk assessment will be reviewed every year or as and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following:
 - the temperature regulator for hand washing
- Please refer to the Inspections Policy for further information.

29. Working at Height

Schools will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge and experience to do the work.

Before working at height employees must work through these simple steps:

- Employees should not work at heights unless they have been trained to do so. (Usually identified as anything above an arms-length height of 2 metres).
- Employees should not use anything above a three-step ladder unless trained to do so.
- Where work at height cannot be avoided, employees should use an existing place of work that is already safe, and always the correct type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Employees should:

- Complete as much work as possible from the ground.
- Ensure workers can get safely to and from where they work at height.
- Ensure the risk assessment is complete and approved.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Make sure not to overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Provide protection from falling objects.
- Consider the emergency evacuation and rescue procedures.

In addition:

- The site manager retains ladders for working at height.
- Training is up to date and records are maintained.
- Pupils are prohibited from using ladders.
- Employees will wear appropriate footwear and clothing when using ladders.
- Contractors must provide their own ladders for working at height.
- Before using a ladder, employees are expected to conduct a visual inspection to ensure its safety.



- Access to high levels, such as roofs, is only permitted by trained persons. A working at height permit to work must be used.

30. Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that employees are trained in how to use them safely.

Employees and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take a more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

31. Violence at Work

All employees will report any incidents of aggression or violence to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other employees.

32. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure it meets appropriate health and safety standards. New equipment must be purchased from an approved supplier.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

33. Electrical Equipment and Mechanical Equipment

- All employees are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any pupil who handles electrical appliances does so under supervision.
- Any potential hazards will be reported to business manager/site manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections should not be touched by wet hands.



- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only be carried out by a trained and competent person.
- A visual check of all equipment must be completed before every use and all pupils are to be supervised during use. The use of mechanical machinery such as Design Technology (DT) equipment is not to be undertaken as a lone-worker task.
- Portable Appliance Testing (PAT) should be carried out at least annually by a NICEIC (National Inspection Council for Electrical Installation Contracting) approved engineer.
- Fixed appliance and fixed wiring inspections must be carried out at least every 5 years by a NICEIC (National Inspection Council for Electrical Installation Contracting) approved engineer. (If the installation is new, i.e. within 5 years, then an installation certificate must be obtained).

34. Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, employees promote the responsible use of wheelchairs. Oxygen cylinders are stored in a designated space, and employees are trained in the removal, storage and replacement of oxygen cylinders. The school has a responsibility to maintain any hoists or lifting equipment that has been provided to the school from the local authority under an EHCP plan, unless stipulated in the plan.

35. PE Equipment and Playground Equipment

- Any concerns about the condition of the gym floor or other apparatus will be reported to the business manager/site manager.
- All employees that are responsible for the delivery of PE are to be suitably trained and have first aid and the use of defibrillator qualifications.
- PE and playground equipment is to undergo a visual check before use, be serviced in line with manufacturers' recommendations and undergo an annual inspection by a suitably qualified external contractor.
- The Site Manager will undertake monthly recorded checks of playground equipment and upload the record into the CAT's digital compliance system.
- Pupils are given instruction on how to use and set up PE equipment and are to be supervised at all times.

36. Lettings

The school lettings policy will cover procedures for fire evacuation and security arrangements and the requirements relating to accident.

Persons/organizations letting the sites must agree to:



- Co-operate and co-ordinate with the school on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:

- Premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Local health & safety arrangements are made available to service providers.

37. Off-site Visits

When taking pupils off the school premises, schools will ensure that:

- Risk assessments will be completed.
- All off-site visits are appropriately staffed.
- Employees will take a designated mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details.
- Seek advice from H&S advisor to ensure suitable risk assessment and processes are in place and record trip using Evolve.

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OR

Schools with Early Years Foundation Stage provision add:

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.

38. Minibuses

- The health and safety lead is responsible for arranging the annual maintenance of the minibus, including MOT's and road tax.
- The driver will have a current license, be aged 25 years or over, and hold a full license in Group D or passenger-carrying vehicles.
- Internal damage to the minibus is the responsibility of the individual using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- Fines accrued will be paid by the driver at the time the offence was committed.
- Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.



39. Smoking

Smoking including the use of electronic cigarettes is not permitted anywhere on the school premises or outside the school gates. Any employees that are involved in food production must follow the food safety management system in place.

40. Infection Prevention and Control

Emmaus CAT follows national guidance published by the UK Health Security Agency when responding to infection control issues. We encourage employees and pupils to follow the national guidance good hygiene practice, outlined below, where applicable:

41. Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels/hand dryers.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

42. Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

43. Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons, where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment (PPE) when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of bacteria where required or recommended by government guidance, and/or a risk assessment.

44. Cleaning of the Environment

- Schools have a responsibility to ensure that adequate cleaning provision in place. Schools must always aim to achieve the highest possible cleaning standards to reduce the risk of infection and promote good health and safety practices.
- All cleaning staff directly employed by schools will receive suitable training and equipment to ensure cleaning standards are maintained.
- All cleaning contractors will work to school standards of cleaning.
- Primary schools may want to add the following statement



- Clean the environment, including toys and equipment, frequently and thoroughly.

45. Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

46. Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.
- All lint is removed from any tumble dryers after every use.

47. Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

48. Animals

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

49. Pupils Vulnerable to Infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these,



the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example, for pneumococcal and influenza.

50. Exclusion Periods for Infectious Diseases

We will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 1.

In the event of a pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

51. New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control the risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (Rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

52. Occupational Stress

Emmaus CAT are committed to supporting all employees and recognise the importance of identifying and reducing workplace stress.

Systems are in place within the school for responding to individual concerns and monitoring employee's workloads.

53. Accident Reporting

In addition to the below, schools have an obligation to report accidents to the CAT central team via the CAT's digital compliance system.



54. Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs, by the member of employees or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

55. Reporting to the Health and Safety Executive

The **business manager** will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The **business manager** will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries. These are: Fractures, other than to fingers, thumbs and toes. Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding).
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>



56. Notifying parents

The office staff will inform parents or guardians of any accident or injury sustained by a pupil in the Early Years, and any first aid treatment given, on the same day, or as soon as reasonably practicable. An accident or injury involving a pupil in KS1 to KS4 should be reported to parents or guardians as soon as possible particularly where first aid treatment has been administered.

57. Reporting to Ofsted (Early Years)

The [job title of individual] will notify Ofsted of any serious accident, illness or injury to a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

58. Training

Emmaus CAT employees are provided with health and safety training as part of their induction process and on a regular basis.

Employees who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

59. Supporting Policies

This health and safety policy links to the following policies:

- Fire Safety Policy.
- Asbestos Policy.
- Control and Management of Contractors.
- Inspection Policy.
- Supporting Pupils with Medical Conditions.
- Accessibility Plan.

60. Mandatory Site-Specific Documents

All schools as a minimum will have mandatory documents and procedures in place based around the individual academy with all subsequent site-specific risk assessments. The headteacher has the responsibility to ensure that the documents specified below are in place and reviewed annually or due to an incident.

- Fire logbook.
- Emmaus CAT adapted health & safety policy.
- Emmaus CAT adapted business continuity plan.
- Fire evacuation plan.
- School lockdown procedure.
- Fire and water risk assessment.



- Asbestos management plan (only if asbestos is present in the school).
- Asbestos management survey (only if asbestos is present in the school).



Appendix 1. Recommended Absence Period for Preventing the Spread of Infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance regarding symptoms, how infection spreads and some 'dos and don'ts' to follow.

In confirmed cases of COVID-19, employees must follow guidance as outlined in the Emmaus CAT Covid management policy.

Infection or Complaint	Recommended period to be kept away from school or nursery
Athlete's Foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken Pox (Shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold Sores	None.
Rubella (German Measles)	5 days from appearance of the rash.
Hand, Foot and Mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or employees member should be excluded until after the first treatment has been carried out.



Scarlet Fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a fact sheet to send to parents or carers and employees.
Slapped Cheek Syndrome, Parvovirus B19, Fifth's Disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or Vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. Coli (Verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care employees working with vulnerable people). The health protection team will advise in these instances.
Food Poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid Fever	Seek advice from environmental health officers or the local health protection team.
Flu (Influenza)	Until recovered.



Tuberculosis (TB)	Pupils and employees with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and employees with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping Cough (Pertussis)	A child or employees member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular Fever	None (can return once they feel well).
Head Lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor). There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of Hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of Hepatitis B or restrict their activities. Similarly, do not exclude employees with chronic Hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal Meningitis/ Septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis Viral	None.
MRSA (Methicillin Resistant Staphylococcus Aureus)	None.
Mumps	5 days after onset of swelling (if well).



Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.



Appendix 2 Training Matrix

Emmaus CAT has developed the below Training Matrix to assist in the delivery and implementation of statutory Health and Safety Training.

Emmaus CAT has conducted a comprehensive procurement process and has partnered with a number of external service providers to deliver high-quality, relevant and affordable Health and Safety Training within the schools.

The below matrix displays costs, frequencies and key personnel who are required to attend training courses. In order to achieve the best value for money and to ensure minimal disruption to school all external training courses would be running in blocks in January and October which would allow costs to be split over a number of schools.

Course Name	Persons Required	Frequency	Cost	Training Provider
IOSH 3-Day Course	Site Managers SBMs	Once	£525 + VAT per person inc. Cert	Compliance In Education
Nebosh General Certificate	Headteacher Deputy Heads	Once	£725 + VAT per person Inc Cert	Compliance In Education
Fire/H&S Awareness	All employees	Annual	Free under H&S SLA	Compliance In Education
Fire Marshal Training	Key employees (SLT, Site Team etc.)	Annual	Free under H&S SLA	Compliance In Education
Allergen Awareness - 3 hour Non-Accredited Course	Kitchen team (Direct employed employees only) Headteacher	Annual	£350 + VAT (max 12 employees)	Compliance In Education
Food Safety Level 3 3-Day Course	Kitchen Manager (Direct employed employees only)	Every 3 years	£1,050 + VAT (max 12 employees) plus £15 + VAT per person Accredited Cert and £35 + VAT per person for handbook	Compliance In Education
Food Safety Level 2 1-Day Course	Kitchen Team (Direct employed employees only)	Every 2 years	£350 + VAT (max 12 employees) plus £15 + VAT per person Accredited Cert	Compliance In Education
Risk Assessment Training	Site Manager SBMs Headteacher PE & DT Teachers	Annual	Free under H&S SLA	Compliance In Education

	Safeguarding lead			
Manual Handling	Site Team PE Team	Annual	Free under H&S SLA	Compliance In Education
Legionella Awareness	Site Team Site Manager SBMs	Annual	Free under H&S SLA	Compliance In Education
Legionella Statutory Duty Holder	Site Manager Headteacher SBMS	Every 2 years	£300 + VAT per session for 12 employees	Compliance In Education
Asbestos Awareness	Site team IT team SBMs	Annual	£270 + VAT per school	Kusten Vorland
Asbestos Statutory Duty Holder	Headteacher Deputy Head	Every 2 years	£125 + VAT per person	Kusten Vorland
Working at Heights	Site team IT team	Annual	Free under H&S SLA	Compliance In Education
Lone Working	Site team IT team	Annual	Free under H&S SLA	Compliance In Education
Violence and Aggression 1 Day Course	All teaching employees	Annual	Free under H&S SLA	Compliance In Education
Emergency First Aid at Work 1 Day Course	Site employees SBMs Admin support	Every 3 years	Free under H&S SLA	Compliance In Education
First Aid at work 3 Day Course	Site Employees Designated First Aiders PE Teachers DT Teachers	Every 3 years	£1,000 + VAT (max 12 employees) plus £12 + VAT per person Accredited Cert for 3 Day First Aid at Work	Compliance In Education
Day One induction	All employees	Once	In House	In House



Appendix 3 School Specific Information**Responsible Person as listed in the Policy**

Name:

Position:

Contact Details

Local Governing Body (LGB) - Health and Safety Lead

Name:

Contact Details:

Electrical Hazards/environmental hazards should be reported to:

Name:

Contact Details:

Water Risk Assessment – Completed by

Name:

Contact Details:

Date:

Renewal Period:

Examples of controls in place:

Ladders for working at height are retained by:

Name:

Contact details:

CoSHH Risk Assessments are completed and retained by:

Name:

Contact Details:

Fire evacuation procedures:

Fire alarm sound is a bell/continuous buzzer (delete as necessary)

Fire alarm testing takes place on [insert date]

Assembly points are [list]

Person responsible for registering staff [insert name]

