



Glenwood School

Together we will;
respect, achieve and make good choices

Glenwood School Health and Safety Policy

February 2021

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**Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and
Community Support Services / Pupil Referral Units**

This policy is generic to Essex Community Schools so specific guidance pertaining to Glenwood School is included as Appendix E at the end of this document. There are other school documents that relate to matters of Health and Safety. All staff are expected to follow all policies and guidelines.

Adopted by Glenwood School

On 11 February 2021

Signed by *J. Revell* **.....**

Chair of Governors

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Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and
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Essex
excellence
is no accident

**Policy for
Community Voluntary
Controlled Schools and
Units**

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Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and Community Support Services / Pupil Referral Units

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1.0 OBJECTIVE

As employer, Essex County Council has overall accountability for health, safety and wellbeing in Community, Voluntary Controlled Schools, Community Support Service (CSS) Centres and PRU's. It discharges its responsibilities through:

- Providing schools with health and safety standards and guidance to enable them to meet statutory requirements and provide a safe environment;
- Providing training and information so that employees understand their health and safety responsibilities and so that those delegated health and safety tasks (such as risk assessment) are competent to carry them out;
- Providing access to competent health and safety advice and specialists (see section 7);
- Monitoring health and safety standards and taking appropriate action to ensure compliance (see section 10 for details of our monitoring arrangements).

The objective of this Policy is to set out the responsibilities of school-based employees, governors and those who provide competent health and safety advice and support to schools.

2.0 SCOPE

This document applies to governors, headteachers, managers and employees in community and voluntary controlled schools, pupil referral units and children's support services for health and safety within their areas of control.

It does *not* apply to Academy, Free, Foundation or Voluntary Aided Schools, Centres or Referral Units.

3.0 SUMMARY OF CHANGES SINCE THE PREVIOUS VERSION OF THIS POLICY

There are no significant policy changes. It is general periodic update but the following amendments are highlighted for information.

- Some terminology has changed and other such as job titles, service names;
- Some contact details have changed;
- Changes to funding arrangements in relation to Catering / Schools Meals reflected in Section 7.7 and Appendix D;
- Updated some responsibilities in line with revised HSP 2.0 Responsibilities;
- Included new requirement for an employee within the School to have undertaken Asbestos awareness / management training within the previous 3 years (Section 8.3);

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- Amendments to the section 7.3 on Occupational Health and Counselling relating to the services provided.

4.0 DEFINITIONS

4.1 Schools Controlled by the Local Authority

Community School – are schools, controlled by the local authority, which employs the staff, owns the school land and buildings (unless a PFI), and has primary responsibility for admissions.

Voluntary Controlled (V/C) Schools - are almost always church schools, with the land and buildings often owned by a charitable foundation. However, the local authority employs the schools' staff and has primary responsibility for admissions.

4.2 Schools not controlled by the Local Authority

Voluntary Aided (V/A) Schools - linked to a variety of organisations. They can be faith schools (often the Church of England or the Roman Catholic Church), or nondenominational. The charitable foundation contributes towards the capital costs of the school. The governing body employs the staff and has primary responsibility for admissions.

Foundation schools – state-funded school in which the governing body employs the staff and has primary responsibility for admissions.

- All the above (Community, V/C, V/A, Foundation) are:

Maintained Schools – schools funded by central government via the local authority. They do not charge fees to students and all capital and running costs are met by the government.

- In addition to maintained schools there are:

Academies – are schools, run by a governing body / trust board, state funded but independent of the local council. They can follow a different curriculum.

Free Schools - are newly established schools in England set up by parents, teachers, charities or businesses, where there is a perceived local need for more schools. They are state funded, are academically non-selective and free to attend.

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4.3 Other definitions

PFI Schools – school where the buildings are procured by a Private Finance Initiative where the premises are occupied by, but may not be owned or managed by the school.

CSS or PRU's: - can be maintained, academy or free school status.

CMB – is the ECC Corporate Management Board which consists of the Chief Executive and the Executive Directors.

5.0 RESPONSIBILITIES OF ECC MANAGEMENT

This section defines responsibilities within the ECC management structure which are not school based.

5.1 Council Leader and Cabinet Members

The Cabinet is responsible for policy decisions. Other Committees support and / or monitor the work and decisions of the cabinet.

- Decisions taken by the cabinet and individual portfolio holders must comply with health and safety legislation and the County Council's Health and Safety Policies;
- Individual Cabinet Members must take appropriate health and safety advice, where necessary, before making a decision;
- Members and the Corporate Leadership Team (CLT) are responsible for ensuring adequate resources are allocated to enable services to be delivered safely and in accordance with the Council's health and safety policies and standards;
- Assign Health and Safety responsibilities to a member of the Cabinet.

Cabinet Members will receive advice on the health and safety impact of policy decisions from members of the Corporate Leadership Team (CLT) and other senior competent officers.

5.2 Chief Executive

The Chief Executive is the most senior employee responsible for the implementation of the County Council's Health and Safety Policy and has overall accountability for all health, safety and welfare matters.

The Chief Executive has a responsibility to publish a health & safety policy statement and bring it to the notice of employees. This statement is available on the Schools Infolink (HSP1.0).

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5.3 Monitoring Officer (Director, Legal and Assurance)

The Monitoring Officer is responsible for:

- Advising the Council of any proposal, decision or omission by the Council, its committees and subcommittees or officers of which the Monitoring Officer is aware would contravene health and safety legislation;
- Ensuring through the line management of the Head of Assurance and Corporate Health and Safety Team, that the Chief Executive / CLT, Corporate Governance Steering Board and Audit Board receive regular information on the Council's performance with respect to health and safety management.

5.4 Corporate Leadership Team (CLT)

Will ensure

Health and safety is an integral part of CMB business performance;

- Visible commitment to active health and safety leadership;
- Essex County Council's Health and Safety policy is acknowledged, implemented and enforced at all levels;
- Adequate financial and human resources are provided for training, work equipment and managing the work environment;
- A CLT member is appointed as Health and Safety Board Champion to ensure health and safety issues are dealt with at Board level;
- The provision of competent advice and assistance in meeting legal health and safety requirements;
- Appropriate communication and consultation with employees on health and safety issues;
- Health and safety objectives and targets are established, implemented, monitored and reviewed;
- Health and safety management systems, procedures and arrangements are developed, implemented, maintained and adequately resourced;

In order to assist CLT with the monitoring of Health and Safety performance it will receive:

- The Annual Health and Safety Report;
- The quarterly Assurance Report;
- Reports on issues escalated from CH&SB, via the Operations Board as and when required.

5.5 Corporate Health and Safety Board

The Essex County Council Corporate Health and Safety Board (CHSB) and Corporate Leadership Team (CLT) accepts its health and safety responsibilities, and in doing so will ensure the effective and proactive management, support and control of its operations in line with the health and safety policy and legal requirements. The ECC Corporate Health and

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Safety Board plays a key role in ensuring employees, third parties and contractors are adequately consulted and communicated on matters relating to their health and safety at work.

The CHSB will be chaired by a member of the CLT or Operations Board. The objectives of the Corporate Health and Safety Board shall be:

- To keep under review the measures necessary to ensure the health and safety at work of employees, contractors, visitors and members of the public and to make recommendations to CLT or Executive Directors for such action as is necessary;
- To ensure that all reasonable steps are taken to promote sound policy and practice to ensure the health, safety and welfare of employees, contractors, visitors, members of the public and other stakeholders;
- To maintain a watching brief on health and safety legislation, key risks, occupational and environmental health arrangements and monitor the implementation of the health and safety policy;
To receive management information, reports on accidents, incidents and notifiable diseases - and to consider and propose risk reduction strategies as appropriate; To take ownership of the ECC Health and Safety Action Plan - and support the implementation of key actions, initiatives and promotions;
- To ensure the necessary management structure, resources, finances and skills are in place to implement the Health and Safety Policy and the Health and Safety Action Plan;
- To receive periodic reports from Health and Safety Advisors / Function Champions / Coordinators;
- To promote co-operation and communication between ECC and its employees / contractors in matters relating to health and safety at work and to assist in the development of appropriate guidance, safe working practices and a positive health and safety culture;
- To monitor the adequacy of health and safety communications, publicity, training and development in support of the ECC Health and Safety Policy;
- To liaise with commissioned services / partners and other stakeholders to ensure their health and safety management, arrangements and commitment are aligned with those of ECC;
- To review membership and operation of the Corporate Health and Safety Board periodically.
- To ensure that any breaches of policy or health and safety legislation raised in the Assurance Report or Annual Report are addressed.

The chair will escalate urgent issues to the Operations Board, and CLT, where necessary and appropriate.

Further responsibilities can be found in the Corporate Health and Safety Board Terms of Reference (HSF 007).

5.6 Executive Directors

Will ensure:

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- All CLT decisions reflect the intentions and objectives of the Essex County Council's Health and Safety Policy;
- Strong health and safety leadership is demonstrated by ensuring health and safety is given equal importance to service delivery;
- The Council's strategic plans take account of the health and safety impact of new initiatives and that Members are informed about any health and safety issues that affect the service delivery of the strategic plans and advise them appropriately;
- The Monitoring Officer is informed where any decisions made by Members, acting corporately or individually, may contravene health and safety legislation or the intentions of the Council's Health and Safety Policy;
- Competent health and safety advice is sought during the planning stages of new initiatives/projects that may impact on the health, safety and welfare of employees and customers;
- The Council's Health and Safety Policy is implemented in their Function;
That their Health and Safety Champion chairs their Function quarterly health and safety meeting where possible and appoint a senior management deputy for when they cannot chair the meeting;
A member of the Function, Senior Leadership Team (Layer 2) is appointed to champion health and safety arrangements within the Function and to represent the Function on strategic issues at the Corporate Health and Safety Board;
- A Service Health and Safety Action Plan is produced, which details how the objectives of the Function and the Corporate Health and Safety Policy including any specific health and safety issues will be met and is kept under review;
- The implementation of aspects of the Corporate Health and Safety Action Plan that apply to their Function are monitored, reporting back to the board on the health and safety performance of their Function, including any significant health and safety issues that cannot be resolved at that level.

5.7 Directors and Heads of Service

Will ensure:

- All decisions made by their Service reflect the intentions and objectives of Essex County Council's Health and Safety Policy;
- Strong health and safety leadership is demonstrated by ensuring health and safety is given equal importance to service delivery;
- That Service plans take account of the health and safety impact of new initiatives and that Members are informed about any health and safety issues that affect the service delivery of the strategic plans and advise them appropriately;
- The Monitoring Officer and the CHST are informed where they consider that any decisions made or proposed by Members or officers may, contravene health and safety legislation or the intentions of the Council's Health and Safety Policy;
- That their Service is represented at the quarterly Function Health and Safety Group meetings;

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- Competent health and safety advice is sought during the planning stages of new initiatives / projects that may impact on the health, safety and welfare of employees and customers;
- The Council's Health and Safety Policy is implemented in their Service;
- A Service Health and Safety Action Plan is produced, which details how the objectives of the Corporate Health and Safety Policy including any specific health and safety issues will be met and is kept under review within the Service;
- The implementation of aspects of the Corporate Health and Safety Action plan that apply to their Service are monitored, reporting back to the Function on the health and safety performance of their Service, including any significant health and safety issues that cannot be resolved at service level;
- Other managers under their control carry out their health and safety responsibilities;
- Where reasonably practicable, any opportunities to improve the health, safety and welfare within their Service area are taken and ensure that safe working practices and risk awareness is developed and promoted;
- All relevant health and safety information is communicated effectively to the correct employees and account is taken of their views;
The health and safety competence and capabilities of employees under their control, including identifying and addressing any training or supervision needs to enable them to carry out their duties effectively and safely;

Relevant Essex County Council health and safety standards are implemented in their Service;

- Risk assessments relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented (this will include stress risk assessments);
- That safe systems of work are developed, implemented and maintained within all areas of their Service;
- Health and safety auditing and monitoring is undertaken in their Service in accordance with ECC's requirements.

5.8 Health and Safety Champion for Schools

The Director for Education has been appointed as Health and Safety Champion for Schools and has overall responsibility for coordinating health and safety in schools.

The Champion is responsible for:

- Liaising with:
 - Corporate Health & Safety;
 - Other specialists that provide health and safety advice and support to schools to ensure the effective co-ordination of health and safety and the provision of competent advice;

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- Co-ordinating the development, review and revision of School Health, Safety & Wellbeing Policies and standards;
- Setting up and chairing a health, safety and wellbeing committee for school based employees and representing school's management on the Schools Health, Safety and Wellbeing committee;
- Ensuring there are effective arrangements for the distribution and effective communication of health and safety information to schools;
- Ensuring health and safety concerns raised by school employees are brought to the attention of the appropriate senior manager;
- Ensure that the Executive Director, Children and Families and Education (DCS) is kept informed of school related health and safety issues;
- Co-ordinating the identification of school based staff health and safety training and development needs to meet the requirements of the Council's and Directorate's Health and Safety Policies and Standards;
- Contributing to the development of the Schools Health, Safety and Wellbeing Action Plan;
- Contributing to the preparation of an annual report on the health and safety performance of the Directorate;
- Ensuring there are effective arrangements in place to address the measures needed to implement recommendations arising out of internal monitoring and health and safety audits of schools

6.0 RESPONSIBILITIES OF SCHOOL BASED STAFF AND GOVERNORS

6.1 Headteachers

Will ensure:

- That there are appropriate and robust arrangements in the school for implementing the Health, Safety and Wellbeing Policy for Schools, and ensuring that the Policy and arrangements are effectively communicated and implemented;
- That systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions;
- They demonstrate health and safety leadership by ensuring health and safety is given no less importance than educational outcomes;
- That there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed;
- That appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including ensuring the availability of the asbestos register to all visiting contractors;
- That health and safety standards available on the schools Infolink are regularly checked and where necessary made available to relevant employees / volunteers / contractors (e.g. sports coaches, PTA members, Governors);

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- That all employees are competent and have the capability to carry out their role/function;
- That records of health and safety training and development are maintained by the school, as required by law;
- That the Council's health and safety standards for schools (available via the schools Infolink) are implemented;
- That there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by the Council's health and safety standards;
- That systems are in place for monitoring and reviewing health and safety in the school.
- That all accidents / incidents are reported and investigated in line with the ECC Incident Reporting Procedure for Schools;
- That they co-operate with any health and safety investigations or monitoring carried out by the Council and that actions arising from them are implemented;
- That the annual online Health & Safety monitoring is submitted by the agreed deadlines;
- That health and safety performance is reported to the Governing Body regularly (at least annually);
- That responsibilities allocated to them in the Council's Health and Safety standards covering premises management are complied with;
- That day to day premises management tasks are delegated to a member of staff and / or property consultant who is suitably competent. (The Headteacher retains the ultimate responsibility for the management of the premises);
- That they are the Schools named Educational Visits Co-ordinator or they appoint a member of the Schools Senior Management team as the School EVC (and ensure they are given training and time to undertake the role).
- Completion of accident forms
- Termly site checking
- Completion of the Health and Safety return
- Contracts for legionella checks
- 'My Safety' returns to Essex team re injuries of staff and learners

6.2 School Health & Safety Coordinator

Headteachers, can if appropriate, appoint a senior member of staff to co-ordinate and monitor the implementation of the health and safety policy. The safety co-ordinator must be given sufficient time and resources to carry out their role. Their identity and role should be clearly communicated to all school employees.

Below are the *duties* which may be delegated to another member of staff. However, the *responsibility* remains with the Headteacher.

The School Health & Safety Co-ordinator will:

- Establish arrangements for the effective co-ordination of health and safety throughout the School;

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- Support the Headteacher in co-ordinating the development, review and revision of the School's health and safety standards;
- Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings);
- Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the school;
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager;
- Ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings;
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's and Council's Policies and Standards;
- Support the establishment of adequate arrangements for:
 - First aid;
 - Fire and emergency evacuation;
 - Reporting of health and safety incidents, hazards and concerns;
- Co-ordinate arrangements for monitoring of health and safety standards within the school.

6.3 Responsibilities for School Visits

Below are the *duties* which may be delegated to the School Educational Visits Co-ordinator. However, the *responsibility* remains with the Headteacher.

The School Educational Visits Co-ordinators (Headteacher Elizabeth Cornish/Deputy headteacher Sally Waddingham) will:

- Ensure they have attended EVC Training (EVC training should be refreshed at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in LOtC, off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the employer's guidance and establishment procedures are properly understood and followed;
- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;

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- Ensure they have an understanding of how Learning Outside the Classroom (LOtC), offsite activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensure that LOtC, off-site activities and visits meet guidance requirements;
- Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented;
- Ensure that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the headteacher with approval and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of Visit Leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.

6.4 Responsibilities of Governing Bodies

Essex County Council recognises the vital role which school governors play in monitoring health and safety standards in schools and, in some circumstances assisting with consultation between parents, and the headteacher on health and safety matters.

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As school governors are volunteers they cannot be held legally responsible for any aspect of health and safety management, under health and safety legislation. (Note: This is true where ECC is the employer but does not apply for members of a Governing Body for schools which are outside ECC control).

It is however, the expectation of ECC that governors appointed with a health and safety role (and indeed the Governing Body as a whole) will play an active part in supporting and monitoring health and safety standards in the school.

In order to carry out this role effectively they will:

- Receive a regular (at least annual) Headteacher's report on health and safety performance at a formal Governing Body meeting (see Section 10.5 for details of what should be in the report);
- Take part in termly health and safety inspections of school premises to make sure that the school buildings, grounds, equipment and materials are safe and ensure the health, safety and wellbeing of all persons on the premises;
- Comply with the Health, Safety and Wellbeing Policy for Schools and Essex County Council's standards for health and safety;
- Consult with parents on any health and safety concerns, raised by them, and liaise with the headteacher to reach an acceptable outcome;
- Have regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

They will check that:

- Appropriate arrangements are put in place in the school to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Council's health and safety standards;
- The annual Health and Safety Internal Monitoring (HSIM) return has been completed for the school;
- An action plan arising from the HSIM exercise is put in place and actions are taken as required to address any deficiencies identified in health and safety management;
- Any actions arising from ECC Corporate Health and Safety Team Audits, Compliance checks or Inspections are addressed;
- Accident and incident reports are being completed, investigations are undertaken into the causes and any issues arising from these are addressed;
- Any visits by, or correspondence from, the enforcing authorities are notified to the ECC Corporate Health and Safety Team and any actions taken as required;
- A property consultant is appointed to advise and assist with construction and premises maintenance matters;
- Anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015;

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- Appropriate consideration is given to, and actions taken, arising from any surveys carried out by the school in relation to employee health, safety and wellbeing (e.g. Education Support Partnership);
- Statutory requirements and the Council's health and safety standards are taken into account in determining the allocation of resources;
- The Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and wellbeing;
- The policies and procedures for recruitment, induction, staff development, performance management and capability used by their school consider health and safety and, as a minimum, achieve the same standards as the Council's HR Policies and Procedures;
- Educational visits are being correctly managed.

Note: It is best practice to appoint a Governor who understands the educational visits system as well as agrees the higher risk visits (e.g. overseas, adventurous or residential).

Governors are encouraged to work in conjunction with the school management to ensure good safety standards in a constructive manner but also to challenge decisions and actions and request evidence to verify answers to their questions.

In the event that they are not satisfied that the appropriate standards are in place and feel that they are no longer able to rectify the situation at local school management level they must raise their concerns with Governor Services.

Governors' helpline: tel. 033301 39833 / e-mail: essex.governorservices@essex.gov.uk

6.5 Line managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Schools Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring this Health, Safety and Wellbeing Policy for Schools is implemented in their area of responsibility;
- Ensuring all staff under their control carry out their health and safety responsibilities;
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours;
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views;
- Ensuring the health and safety competence and capability of employees under their control (See arrangements section 8.3);

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- Ensuring relevant health and safety standards, including the Council's Health and Safety Standards, are implemented in their area of control. (See relevant parts of Section 8);
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures, including any safe systems of work, are implemented (See relevant parts of Section 8);
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will also include stress risk assessments);
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Council's and School's requirements. (See monitoring and review section 10);
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body (see sections 10.4 and 10.5);
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

6.6 All Employees

All employees have a duty to:

- Look after their own safety and the safety of others affected by their work;
- Follow safe working practices and carry out their health and safety responsibilities as detailed in the council's health and safety standards;
- Report to their line manager any hazards they identify and any inadequacies in health and safety procedures;
- Take part in any health and safety training and development identified as necessary by the County Council or their line manager;
- Use work equipment provided correctly, in accordance with instructions, training and Essex County Council health and safety standards;
- Ensure that if organising projects or activities, risks are assessed as part of the planning stage and suitable control measures are implemented;
- Report health and safety incidents including near misses, in accordance with the council's health and safety incident reporting procedure.

6.7 Contractors and Visitors

- Visitors to Essex County Council premises, including contractors, clients, service providers and members of the public must comply with Essex County Council health and safety procedures and requirements;
- All contractors and visitors must be made aware of the site-specific arrangements and emergency procedures and are the responsibility of the member of employees being visited.

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7.0 SUPPORT SERVICES

7.1 Health and Safety Co-ordinator for Schools (and Children & Families)

The Risk Officer for Children & Families has been appointed to the role of Health and Safety Co-ordinator for schools.

The Co-ordinator is responsible for supporting the Health and Safety Champion for Schools (Director for Education) and will:

- Liaise closely with the Health & Safety Champion for Schools;
- Attend and support the Schools Health, Safety and Wellbeing Committee meetings.
- Liaise directly, where appropriate, with the Corporate Health and Safety team for support and guidance on health, safety and / or welfare issues;
- Receive information from the Corporate Health and Safety team and cascade this on to the group of employees in ECC controlled schools;
- Discuss colleague's health and safety complaints with the H&S Champion for Schools and liaise with the employees headteacher where appropriate;
- Be consulted on health and safety issues which affect schools;
- Support in the follow up of health and safety risk assessments, audits, internal monitoring and inspections as required.
- Act as an advocate for health and safety, and to promote the use of all relevant sources of information, advice and guidance currently available.
- Undergo appropriate training, as required, to enable them to carry out their health and safety duties and responsibilities.

7.2 Competent Health and Safety Advice and Support to Schools

Schools need access to competent health and safety advice to assist them with discharging their responsibilities. In order to meet its health and safety responsibilities to schools, the Council provides a health and safety service. Schools have been delegated resources to fund appointment of other specialist advisers.

The Council has established (in accordance with the Management of Health and Safety at Work Regulations) competent health and safety advice and assistance for its schools.

The Corporate Health & Safety Team:

- Supports Headteachers in discharging their health and safety responsibilities by providing advice, guidance, information and training;
- Supports the development of health and safety standards for the Council and schools;

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- Maintains the health and safety pages on the Schools Infolink and provides a health and safety support desk (for telephone or e-mail queries);
- Examines new legislation and best practice guidance and advises on practical application to school activities;
- Monitors school health and safety compliance on behalf of the Council, through a programme of audits, internal monitoring and reviewing health and safety incidents;
- Provides information on compliance and non-compliance to the Health & Safety Champion for Schools.

7.3 Occupational Health Advice

Headteachers should ensure that they have access to competent occupational health advice via a contract with an Occupational Health provider. Occupational health providers can:

- Provide pre-employment health screening and advise on reasonable adjustments to enable employment of applicants with disabilities and health conditions which may be subject to the Equality Act 2010;
- Support the prevention of work-related absence through advising on health-related risk assessments;
- Carry out statutory health surveillance (e.g. exposure to noise and vibration);
- Provide advice at the early stages of occupational ill health, thereby reducing the risk of recurring or long-term absence;
- Where employees are sick, advise on whether return to work is appropriate and, if so, what adjustments may be needed;
- Give employees advice and possibly recommend further specialist advice/treatment;
- Assess the employee's eligibility for ill health retirement.

It is for the school to determine the level of service required.

The Council's Occupational Health Service is recommended, as they have experience on advising educational environments. Further details can be found on occupational health pages of the Schools Infolink or by telephoning 03330 135859.

Counselling

Schools can purchase the Council's management referral based counselling service charged at a cost per session / consultation. Face to face and telephone counselling are available as well as other services including management support sessions and mediation.

Contact the Counselling service for further details on .03330 135859 or e-mail counselling@essex.gov.uk

7.4 Wellbeing

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Schools can use the Team Stress Risk Assessment forms and guidance available on the Health and Safety pages of the Schools Infolink.

Alternatively Schools can choose to access an employee assistance programme, training or other services through the Education Support Partnership Programme. Schools can access the programme through www.educationsupportpartnership.org.uk or telephone 020 7697 2750 / e-mail enquiries@edsupport.org.uk (this is an Independent Charity and therefore there would be a cost implication for Schools).

7.5 Educational Visits Officer

The Council's Educational Visits Officer is responsible for providing professional advice on, and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people.

Essex County Council has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See www.oeapng.info - (documents 3.4g Headteacher/ Managers and 3.3b Check List).

Schools subscribing to the Educational Visits Support Team SLA have access to the EVOLVE online submission system and associated resources.

Essex County Council will as an employer, have a few specific guidance documents on the Educational Visits Website which may well over-ride the OEAPNG Guidance. Where this is the case, the Essex Guidance must be followed. These will be on the EVOLVE website.

Policy on Learning Outside the Classroom Quality Badge: We strongly recommend the priority use of providers who hold the LOtC Quality Badge

For full details on the Council's Educational Visits Support see www.essexvisits.org.uk or contact 01245 221022

7.6 EES for Schools

Provide advice and training on all aspects of training within schools. Contact EES for Schools on telephone 0333 013 9834 or e-mail EEStraining@EESforschools.org for information and guidance.

7.7 Catering

Schools that carry out their own catering **must** have access to competent food safety advice. (The delegated catering budget should include a proportion for purchasing food safety advice).

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(From 1 April 2019), all maintained primary schools and all maintained secondary schools are delegated the responsibility to manage food safety. They can access the Essex School Meals Support Service for compliance and audit advice and monitoring. This is a chargeable service and details are available on application. Contact: school.meals@essex.gov.uk

All community and V/C schools are recommended to buy in to Essex School Meals Service. Access to competent food safety advice will be monitored through the Health and Safety Internal Monitoring (HSIM) System.

Special schools and CSS / PRUs are funded differently and therefore Community or Voluntary Controlled specials schools and CSS / PRU's will have decide where to access food safety advice from. It is recommended that special schools and CSS / PRU's who carry out their own catering buy in to Essex School Meals Support Service.

Wherever schools access food safety advice from it should be ensured it includes training on allergens.

Support and guidance relating to school meals operations and training for Catering Health & Safety (CIEH level 2) and Food Safety (CIEH LEVEL 2 & 3) is available via the School Meals email school.meals@essex.gov.uk and further information can also be found on the schools [Infolink](#):

7.8 Health Protection

The East of England Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to the HPT's guidance – 'Communicable Disease in Schools/Nurseries and Centres for the under 5s' or PHE general guidance 'Infection control in schools and other childcare settings.' (These documents are available on the health & safety pages of the Schools Infolink under 'Pupil Related Issues' – Communicable Diseases and Infection Control) If further assistance is required contact the school nurse at your local NHS clinic or contact the HPT directly.

East of England Health Protection Team Contact Details: Tel: 0300 303 8537 option 1 or e-mail EastofEnglandHPT@phe.gov.uk

7.9 Property Consultants

Where major building or maintenance / improvement works are being carried out, schools must appoint a property consultant. Major work is work defined as notifiable under the Construction Design and Management Regulations. (See HSP 9.30 Construction Design and Management on the Schools Infolink Health & Safety pages).

Schools are also recommended to use property consultants to provide professional advice in connection with all maintenance and building work.

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A property consultant, should be able to give specialist advice on the following:

- Management of day-to-day repairs.
- Statutory and best practice for testing and inspection of services.
- Prioritisation of projects.
- Health and safety issues relating to buildings and construction work
- Regulations, standards and statutory approvals

Funding for consultancy fees is included in schools' delegated budgets for such projects. Refer to the School Property Handbook or construction health and safety pages of the schools Infolink for guidance on appointing a property consultant.

8.0 HEALTH AND SAFETY ARRANGEMENTS

8.1 General Arrangements for Health and Safety (Our Standards)

The detailed arrangements for implementing this Policy are contained within health and safety standards on the health and safety pages of the Schools Infolink (under School Management). (NB health and safety standards are kept on a secure part of the infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login).

8.2 Local Arrangements within Schools

Headteachers are responsible for developing and communicating local arrangements for implementing the Councils Policy and standards in their school. This should include arrangements for:

- Ensuring employee health and safety competence and capability;
- Addressing failures to comply with health and safety requirements through performance management and disciplinary processes;
- Fire and emergency evacuation (including fire risk assessment);
- First aid;
- Communication and consultation with staff on health and safety matters;
- Reporting of health and safety incidents, hazards and concerns;
- Ensuring risk assessments are in place for work activities where there is significant risk;
- Managing the risks to Young People on Work Experience Placements;
- Controlling risks arising from work activities not covered by the Council's health and safety standards;
- Control of asbestos (including asbestos management plan) and legionella;
- Working at height;
- Statutory inspection and maintenance of work equipment, plant and service;
- Control of (health and safety competence and monitoring) contractors;
- Monitoring compliance with and reviewing effectiveness of health and safety standards;

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8.3 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School must have in place arrangements to manage Health & Safety competence and capability in relation to the following:

- Recruitment and Selection;
- Employees changing role;
- Induction;
- Temporary employees, agency workers and volunteers;
- Performance management;
- Taking action when employees fail to perform on health and safety (see also section 10.6 of this Policy).

ECC Standards & Regulations on competence are included in generic risk assessments. It must be ensured that these competence requirements are met. In addition Glenwood takes account of the unique requirements of an SLD and PMLD setting in all risk assessments.

Performance management: Schools follow a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Glenwood uses Standards Tracker -in place December 2020. Health and safety should be considered as part of the PMR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

For the Headteacher, account should be taken of the results of health and safety internal monitoring and audit reports, Ofsted reports and self-evaluation. Where these show areas that need development, health and safety should be included as a specific objective under Leadership

For non-academic staff health & safety should also be considered as part of the performance management process.

Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

Where the Council provides training in order to meet a specific legal requirement, Headteachers must comply with the Council's requirements, by ensuring attendance by a suitable member of school staff.

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NOTE: If all or part of the school was built before 2000 and there is no architects statement available that asbestos was not used it is a requirement that there is at least one member of staff who has been trained in asbestos management within the previous 3 years. This would normally be the site supervisor and/or a member of the senior management team.

Training and development can be delivered in a variety of ways. In some cases formal training will be needed. In other cases it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

EES for Schools organise the following health and safety courses:

- Health and Safety for Headteachers, Managers & Co-ordinators (1/2 day)
- Asbestos Management (1/2day)
- Legionella Management (1/2day)

Contact EES for Schools on:

- Telephone: 0333 013 9834 / Email: EEStraining@EESforschools.org

Schools **must** keep a record of any Health & Safety training undertaken by employees.

It is also advised that Schools keep a record of any Health & Safety induction / instructions given to volunteers.

8.4 Health and Safety Standards

How we do things safely is detailed in health and safety standards on the Health and Safety pages of the Schools Infolink covering a range of activities. It is important that managers and employees follow these standards, as they are the way the Council ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the Council by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Council and individuals within the school to the risk of prosecution.

Standards are available on the health and safety pages of the Schools Infolink.

8.5 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. Our health and safety standards and generic assessments were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and managers to ensure assessments are modified and extended to take account of local circumstances or produced for activities not covered by Standards.

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Managers are responsible for:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring that where there are generic risk assessments these are added to in order to reflect local circumstances and controls.
- Ensuring that where there are no standards or generic risk assessments on the School's Infolink, an assessment is undertaken where there are significant risks.
- Ensuring risk assessments have been undertaken relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

8.6 Communication

Communication to Schools: The Council communicates health and safety information, standards, guidance and forms to Schools through the Health & Safety pages of the Schools Infolink. (Note: health and safety standards are kept on a secure part of the Infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login).

The health and safety pages of the Infolink are regularly updated. This is notified to Schools through alerts (latest news) on the health and safety homepage and through the 'Education Essex' weekly newsletters sent to Schools.

It is essential that the health and safety homepage of the Schools Infolink is regularly checked.

Communication within Schools: Good health and safety communication systems are essential to ensure everyone knows about the risks associated with their work, what they need to do to protect themselves and others from harm and how they can contribute to a safe school, by raising health and safety concerns. Headteachers and managers must ensure there are effective systems in place to communicate with the employees, pupils, volunteers and contractors under their control.

Getting Help on Health & Safety: The Council has a range of professionals available to provide competent advice to schools. (see section 7 and Appendix B).

Headteachers must ensure employees have ready access to information on key people with health and safety responsibilities within the school. This will normally be through displaying a suitable notice (e.g. *The Health and Safety Arrangements Notice* in Appendix A) in a prominent position.

9.0 CONSULTATION ARRANGEMENT

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Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and regarding risk assessments that cover their work activities.

Local Consultation: Headteachers are responsible for ensuring there are adequate arrangements in place for consulting with employees and/or their representatives. In the main consultation can be achieved through including health and safety on the agenda of team meetings. Team meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team. Larger schools could also consider setting up their own health and safety or wellbeing groups or committees.

Employees should raise health and safety concerns directly with their manager. They also have the right to raise them with a union appointed safety representative, who can take the matter up on their behalf.

Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice (see Appendix A).

Safety representatives at a County level are listed in Appendix B.

Schools Safety Committee: The Council has arrangements in place for consulting with employees on strategic issues. For schools this is through the Schools Health, Safety and Wellbeing Committee.

Full details of the council's consultation arrangements can be found on the Schools Infolink Health & Safety pages under Health & Safety Management (HSP 7.0 – Health and Safety Information, Communication and Consultation & HSP 8.0 - Health and Safety Consultation with Trade Unions).

10.0 MONITORING AND REVIEW

The Council has established the following systems to discharge its responsibility for health and safety monitoring in schools. Data collected through these monitoring systems are also used to inform the development and review of health and safety standards.

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10.1 Audits and Compliance Visits:

The Corporate Health & Safety Team is responsible for an auditing programme which will include community and voluntary controlled schools. Following completion of an audit or compliance visit, the school will receive an action plan which the Headteacher must implement. The completed action plan, detailing action that has been taken to address areas for improvement must be returned to the Corporate Health & Safety Team within four months of the audit. Section 10.7 of this Policy details the action that will be taken if schools fail to respond appropriately. Data will be collected from audits and used as a basis for a statistical report to the Education Leadership Team.

10.2 Internal Monitoring:

Schools are required to complete electronic internal monitoring checklists, to confirm compliance with the Council's health and safety standards. It is expected this will be on an annual basis. Schools will be notified through the Health & Safety pages on the School's Infolink and the Education Essex Newsletter. The system will provide schools with an action plan, which they must implement. Data collected will also be used as a basis for a statistical report to the Education Leadership Team. The Health & Safety Champion for Schools will be notified of any schools that fail to submit the appropriate internal monitoring checklists within the specified deadline.

10.3 Health and Safety Incident Investigation:

The Corporate Health & Safety Team monitors accident / incident report forms submitted by schools. Where necessary they may seek further information from the school or carry out an investigation. Statistical data on trends is regularly reported to the Education Leadership Team.

10.4 School Based Monitoring:

Headteachers are also required to ensure they have systems in place for monitoring health and safety. This will include:

- Termly inspections of the premises;
- Monitoring of contractor operations under their control;
- Routine checks on equipment and electrical, gas, mechanical and other services; • Reporting and investigation of health and safety accident / incidents;
- Systems for reporting hazards and safety concerns.

Further details and checklists to assist with monitoring are available on the Schools Infolink.

10.5 Health and Safety Performance Reporting and Review

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Headteachers and governing bodies must review the health and safety performance of the school regularly. To facilitate this Headteachers must report on health and safety performance to their Governing body at least annually. The report should provide information on action taken in response to outcomes of:

- School health and safety inspections, including asbestos and legionella, monitoring checks and incident investigations;
- Health and safety audits, internal monitoring and investigations carried out by the Council and action taken by the school to address areas for improvement;
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health);
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from Stress Assessments or any Employee Support Programme (see section 7.4).

10.6 Consequences of Non-Compliance with the Council's Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the Council's standards), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and employees to account and remedy the failure. Several options are available depending on the severity of the circumstances:

- As part of the normal line management process;
- Through performance reviews;
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

See Appendix D - "Protocol for Escalation of Non-Compliance with the Council's Health and Safety Policies and Standards".

10.7 Failure of Headteachers to Comply with Statutory Requirements and to implement the Council's Health and Safety Standards

It is necessary for the Council to have procedures in place, to ensure that all employees and managers in schools fulfil their legal responsibilities, so that the Council is able to meet its legal health and safety obligations as the employer. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

Specialists within Education and the Council's competent health and safety advisers are expected to make reasonable efforts to secure information, co-operation or compliance with health and safety legislation, to prevent enforcement action against the Council.

- Where a Headteacher fails to co-operate, and this puts employees and pupils at risk of harm or the Council at risk of prosecution, the issue will be passed in writing to the Director for Education. All documents, including details of telephone or verbal

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conversations with the Headteacher will be provided as evidence that reasonable steps have been taken to secure compliance.

- The Director for Education will then directly intervene, either verbally or in writing with the Headteacher and Governing Body to establish a timescale in which the Headteacher will comply with the County Council's requirements.
- Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The Governing Body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018).
- If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.
- In the event of further non-compliance, the Director for Education will refer the matter to the Executive Director, Children and Families and Education who holds the statutory post of Director of Children & Families.
- In the event of further non-compliance, the matter may be referred to the Chief Executive.
- The Council, as employer under the *Schools Standards and Framework Act 1998* has the authority to recoup costs from school budgets where it is forced to undertake additional work in schools in order to meet legal requirements. This will be done only when the Council has made all reasonable efforts to achieve compliance.
- Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the policy requirements is grounds for suspending delegation, subject to the governing body's right of appeal.

See Appendix D - "Protocol for Escalation of Non-Compliance with the Council's Health and Safety Policies and Standards".

10.8 Review and Revision of this Policy

This Health, Safety and Wellbeing Policy will be reviewed periodically, at least every 2 years or sooner if necessary in the light of changes in circumstances and/or legislative requirements.

If you have any queries or comments on the policy, please contact The Corporate Health & Safety Team.

11.0 RECORD KEEPING

Please refer to the Retention of Health and Safety Documents Policy (HSP 3.0) on the health and safety pages of the schools Infolink.

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12.0 REFERENCES

The Councils health and safety standards, codes of practice, guidance and forms are all on the health & safety pages of the Schools Infolink (From the Schools Infolink homepage Health & Safety is under the School Management tab). Health and Safety standards are kept on a secure part of the Infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login.

Appendix A: Health, Safety and Wellbeing Policy for Community & VC Schools and CSS & PRU's

 <p>Essex County Council</p>	<p>SCHOOLS / CSS: HEALTH AND SAFETY ARRANGEMENTS</p>	<p>Form Number: HSF130 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0</p>
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School Name	GLENWOOD
Headteacher who has overall responsibility for health and safety at the establishment.	ELIZABETH CORNISH
School Health and Safety Coordinator	KAREN CAVALLA/JACKIE CHASMER
School Educational visits co-ordinator	ELIZABETH CORNISH /SALLY WADDINGHAM
Trade Union Health and Safety Representative (or Employee Representative if one appointed)	N/A
Report health and safety incidents to:	ELIZABETH CORNISH / SALLY WADDINGHAM
Report hazards to:	ELIZABETH CORNISH / SALLY WADDINGHAM
Person(s) responsible for undertaking H&S inspections:	ELIZABETH CORNISH / ALEX CLEGG / GOVERNING BODY
Person responsible for co-ordinating fire evacuation arrangements:	ELIZABETH CORNISH / ALEX CLEGG/ KAREN CAVALLA/ JACKIE CHASMER CAROLINE BAILEY AT THE GLEN
Fire marshals:	ALEX CLEGG /TREVOR LITTLE/SAMANTHA EVANS CAROLINE BAILEY, CORAL HILL AND JOANNE CHUBB AT THE GLEN
Fire assembly point(s):	REFER TO 'STAFF FIRE NOTICE'
Day and time of weekly fire alarm tests	TUESDAYS @16.30
First aiders / appointed persons:	SAMANTHA EVANS/ KAREN CAVALLA/ KERRIE SMITH / CHARLOTTE IKOROHA / AMANDA WHITTET / SARAH KELLY / NIKKI DAY / RACHEL SHUTE / LEANNE BAILEY CAROLINE BAILEY, CORAL HILL AND JOANNE CHUBB AT THE GLEN

Designated DSE Assessor(s):	ALEX CLEGG
ECC Counselling Service (Confidential) (if school purchases)	Tel: 0333 013 5859
Where to find:	Location:
Incident / Accident report forms	Schools Info link – Report online
Hazard book	FRONT OFFICE OF MAIN SCHOOL AND OFFICES IN BOTH HOUSES OF THE GLEN
Health and Safety Standards and Information relevant to school / curriculum area.	FRONT OFFICE/SUBJECT LEADERS/ RESIDENTIAL CARE MANAGER AT THE GLEN
Location of ECC health and safety information:	All standards are on the health & safety pages of the schools Infolink, under School Management
Members of staff who have Infolink health & safety access:	LIZ CORNISH/SALLY WADDINGHAM/ KAREN CAVALLA/ JACKIE CHASMER/ALEX CLEGG/ CAROLINE BAILEY

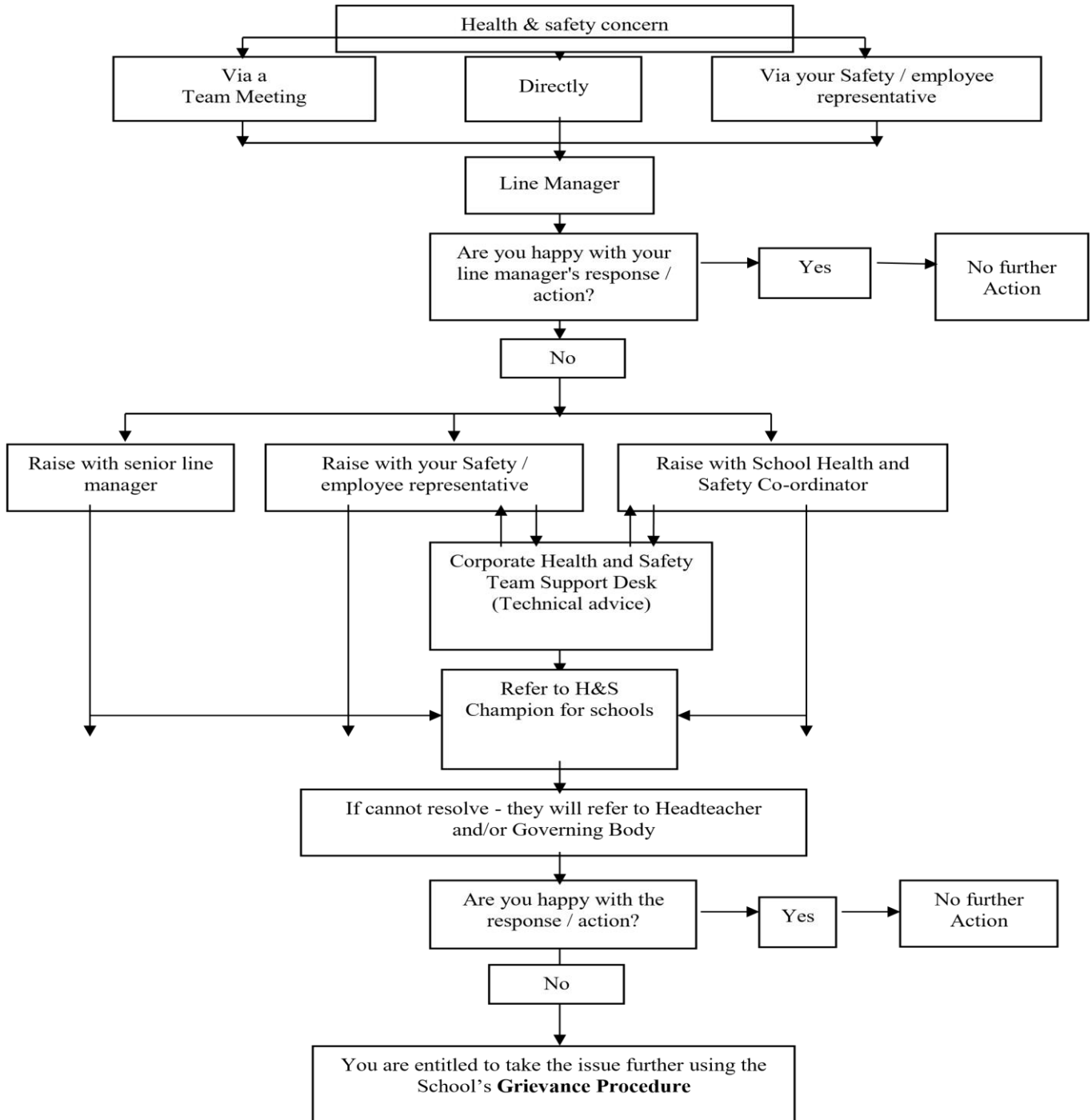
Appendix B: Health, Safety and Wellbeing Policy for Community & V/C Schools and CSS & PRU's

	<p>SCHOOLS / CSS: GETTING HELP ON HEALTH & SAFETY</p>	<p>Form Number: HSF131 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0</p>
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ECC Contacts	Name(s)	Contact No. / email
ECC Corporate Health & Safety Team	H&S Support desk	Tel: 0333 013 9818 hs@essex.gov.uk
Health and Safety Champion for schools	Clare Kershaw	Tel: 0333 013 6580
Health and Safety Co-ordinator for Schools (Children and Families)	Covered by part-time post.	Tel: 0333 013 7876
Asbestos / legionella / contractor management advice (this will be schools property consultant or other competent contractor)		
School meals	School Meals Help line:	e-mail school.meals@essex.gov.uk
Educational Visits Adviser	Norberto Fusi	Tel: 01245 221022 Educational.visits@eesforschools.org
ECC Counselling Service (Confidential service) (if school purchase)	Occupational Health Centre	Tel: 0333 013 5859
ECC Safety / Employee representatives: (These representatives sit on the ECC Schools Health & Safety Committee).	Paul Bundy (NUT) Simon Smith (Voice) Jeff Fair (ATL) Joe Legerton (GMB) Julie Saggars (UNISON) Sue Gainey (UNISON) Tracey Sparkes (UNISON)	pb006c4108@blueyonder.co.uk simons@sweynepark.com jfair@essex.atl.org.uk gmb2joe@gmail.com unisonjcs@gmail.com sue.gainey@essex.gov.uk t.sparkes@unison.co.uk
Other contacts		
School's Property Consultant		
School's food safety advisor		
Occupational health advice	ECC Occupational Health Service 0333 013 5859 (Or enter details of own provider)	
School nurse		
Essex Health Protection Unit (Infection control advice):	0300 303 8537 EastofEnglandHPT@phe.gov.uk	

Appendix C: Health, Safety and Wellbeing Policy for Community & V/C Schools and CSS & PRU's

	SCHOOLS / CSS: RAISING A HEALTH & SAFETY CONCERN	Form Number: HSF132 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0
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Appendix D – Health, Safety and Wellbeing Policy for Community & VC Schools and CSS & PRU's

 <p>Essex County Council</p>	Protocol for Escalation of Non-Compliance with the Council's Health and Safety Policies and Standards	Form Number: HSF133 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0
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Where there is a failure by Community, V/C Schools, CSS or PRU's to comply with the Health, Safety and Wellbeing Policy (including the Council's standards), the matter may be escalated to the Director for Education, depending on the circumstances and the severity of the failure.

This protocol is to be followed for the standard situations described below and as a guide for others which may arise. The Health and Safety Champion for Schools will then make a decision regarding what action to take as described in Section 10.7 of the policy "Failure of Headteachers to Comply with Statutory Requirements and to implement the Council's Health and Safety Standards".

Outcome of HSIM and Audits.

All Educational Establishments covered by this policy are required to complete and return the relevant HSIM checklists each year.

- Where a school has not completed the current academic year's HSIM then the Director for Education will write to these schools stipulating the need for their support in this process and to complete the HSIM in future.
- Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The Governing Body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018).
- If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.
- The Director for Education will agree with the Corporate Health and Safety Team which schools will be subject to a compliance visit or full audit.

Note: Following a Full audit or Compliance visit, the auditor writes an action plan, prioritising actions which the school is expected to complete and send back within 4 months. Where an action is identified as 'Urgent' this timeline may be adjusted accordingly.

Food Safety Standards

Where a school, which carries out its own catering, fails to ensure that they have access to competent food safety advice they will be formally written to by the Corporate H&S Team and required to appoint immediately.

Where a school carries out its own catering and has appointed competent advice (through the Schools Meals Service or other) and the Council becomes aware that the school is failing to follow the advice issued to them they will be contacted directly by the Corporate Health and Safety Team.

If the school fails to follow advice issued by the Corporate Health & Safety Team as a result of either of the above scenarios, and the team deems it necessary the matter will be escalated to the Director for Education.

HSP(S) 1.0

Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and Community Support Services / Pupil Referral Units

Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body may then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

Educational Visits

The Educational Visits Adviser is responsible for providing professional advice on and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people. Where the Educational Visits Adviser deems that a school is not meeting the Council's standards with respect to Educational Visits they will first make the Headteacher, or an appropriate Senior Manager, aware of the matter and offer advice. If this advice is not heeded and the risk persists the matter will be escalated to the Corporate Health and Safety Team.

If they are unsuccessful in resolving the issue they will escalate the matter to the Director for Education. Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition, disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

Complaints and Other Matters

Where a complaint with respect to health and safety standards is made to an ECC employee they will bring it to the notice of the appropriate ECC Support Service or, schools health and safety Champion.

That service will contact the Headteacher, or an appropriate Senior Manager, and give them an opportunity to respond. If the service is concerned that the appropriate standards are not being met and this represents a significant risk to ECC then the matter will be escalated to the Director for Education.

Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition, disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

Appendix E

Staff Wellbeing

Employee Assistance:

Staff have access to an Employee Assistance programme via Education Support Partnership. The contact number is 08000 856148. This offers support for a number of things including counselling for home or work life issues, financial & legal advice, specialist information. A leaflet is available in the staffroom, from the finance office or in the residential offices.

In-School Counselling:

There is an in-school counselling service available to staff. Please speak to the Headteacher, Deputy Headteacher or School Business Manager for more information. For residential staff,

please speak to a Residential Manager.

Relaxation classes:

Relaxation sessions run after school on Fridays for staff. To find out more please speak to the front office.

Hepatitis B vaccine:

Staff are advised to be vaccinated against Hepatitis B. The school will reimburse any costs incurred.

Moving and Manual Handling

Staff must take care when lifting or moving equipment & furniture. A range of equipment is available to aid lifting; staff are responsible for its correct use. Any member of staff who is concerned about any aspect of their work involving

lifting and handling should seek advice from the school's Moving and Handling Leads. Residential staff should seek advice from the Residential Managers in the first instance.

Critical Incidents

In the event of a critical incident, the School Incident Management Team will lead and activate the Business Continuity. Senior Staff members will instruct staff on what actions need to be taken. Assembly points for the school are at the playgrounds at the rear of the school or alternatively the Car Park/Rear Field.

First Aid & Medical Needs

Procedures for dealing with accidents

The school has First Aiders on site and details on how to contact these are on the green signs around school. If a learner has a minor cut or abrasion, first aid treatment is to be given. Advice from First Aiders can be sought as and when necessary or then called to administer first aid if the injury requires their attention and expertise. If the situation is urgent, the whole school pager system can be used to call for assistance (this does not apply to residential). If the assistance is required because of a seizure, you should clearly state "Medical Assistance Required". If urgent first aid attention is required, please state "First Aid Assistance Required" If it is not urgent, please do not use the pager system, but call through to the office to request assistance as required.

In Residential, all support staff are trained in basic first aid and there are nominated First Aiders on each shift within each block – names are displayed in both offices.

Parents should always be informed of any accidents and injuries by phone or face to face before the young person arrives home. Senior leaders or the Residential Managers can advise on informing parents and should always be informed of more serious injuries and accidents.

Accidents and First Aid administered needs to be recorded in the Accident Book. Injuries that may result in time off or may need further medical attention should be recorded on an Accident Form and a member of The Senior Leadership team informed. There is a separate Accident book for residential.

Risk of choking

Some of the young people are at an increased risk of choking and appropriate consideration of foods supervision needs to be given to these individuals as outlined in their Personal and Social Support Strategy. Generally, risks for all individuals can be increased when eating certain foods- for example grapes and cherry tomatoes should always be cut in half.

Epilepsy

Many of our young people are at significantly increased risk of developing epilepsy and therefore vigilance is required at all times. In residential, the use of monitoring equipment may be used where this has been identified and agreed as part of a young person's Personal and Social Support Strategy.

Supporting Learners with Medical Needs

Staff will be trained in supporting learners who have medical needs, including the administration of any emergency medication. All learners for whom this applies, will have a Care Plan in place. Class staff need to ensure they have been "signed off" as authorised on all Individual Care Plans. The procedures (Care Plans) must be available in a prominent position in their class as close to the sink area as possible. If this is not practical a note should be near the sink stating where they are kept. Care Plans should also be in a central file in the Front Office so that all school staff can refer to them. In Residential, Care Plans will be kept in the young person's bedroom and main offices.

Medication

Class teachers should follow the procedures followed regarding storage, administration and documentation. A second member of staff must check the medication and dosage prior to it being administered and countersign the dispensing record. If in any doubt about procedure or whether a medication should be dispensed please see the Headteacher or member of the Senior Leadership Team.

In residential all senior staff members are trained in the safe handling and administration of medicines and are responsible for managing medication processes.

Ill Health and School Attendance

Parents/carers are requested to keep their son/daughter at home if they are unwell. Specific guidelines are available for some infectious illnesses and episodes of diarrhoea/vomiting (see guidance 'Guidance on Infection Control in Schools and other Childcare Settings' in Medical Room, Front Office and residential offices) If a learner is unfit for school, please consult a member of the Senior Leadership Team, School Nurse or the Residential Managers (for residential) before contacting parent/carers.

Child Protection and Safeguarding

The Headteacher is the designated person for Child Protection and Safeguarding at Glenwood School. The Deputy Headteacher is the Deputy for this role.

If you have any concerns you must follow the procedures, if in doubt as to what to do please seek advice. In residential concerns must be raised in the first instance to the Residential Managers who are responsible for escalating this to the Head Teacher/Deputy.

General Guidance

Due to the nature of the learners' special educational needs, many learners will, at times, display challenging or inappropriate behaviours. It is important for all concerned that all staff are familiar with all school guidance and policies regarding Behaviour and Contact with learners as quickly as possible. All staff are asked to sign to acknowledge that they have read all pertinent policies. Staff are asked to raise any queries or concerns as soon as they arise. Due to the learners' needs it is particularly important that we strive to avoid confusion and inconsistency in our behaviour with and / or in view of learners. Staff must ensure that they always provide an appropriate example.

Unexplained Marks or Injuries

If staff notice any unexplained mark or injury on a learner the Headteacher or Deputy Headteacher or Residential Managers (out of usual school hours) must be notified immediately. They will decide on the appropriate action to take.

General Concerns regarding a learner's health or general well-being.

If staff have any concerns however small they should note them on the agreed proforma and feel free to discuss them with the Headteacher, Deputy Headteacher or Residential Managers outside of school hours.

Personal Support Strategies

Strategies are prepared for all learners. These are also available on the shared drive. Class staff should be familiar with the content for each young person. There are occasions when physical intervention may be necessary.

Any member of staff who has a concern about the wellbeing or treatment of any learner must follow the School's guidelines and act immediately. Failure to inform a member of the Senior Leadership Team or Residential Managers of any concerns may result in formal disciplinary procedures. On occasions when an incident occurs it is important that it is properly recorded.

School Swimming Pool

The pool measures 10mx5m and is 1.2 metres deep. All staff must read the pool guidance documents before taking part in any swimming session. Staff are responsible for ensuring adequate supervision at all times. In the event of any incident the qualified person will take the lead. There is a telephone situated in the pool area. Medical assistance MUST be sought in the event of any person having an epileptic seizure in the pool.

School Minibus and People Carrier

Staff can only drive the school minibuses with learners on board once they have received medical clearance and undertaken MIDAS training. Staff should read the guidance available. School vehicles will not be used outside of school hours for young people within Residential unless in exceptional circumstances as part of their agreed Personal and Social Support Strategy.

Offsite Activities

There is a procedure to be completed for any off-site visits. Access to the school playground and sensory facilities by young people within Residential will be part of their Personal and Social Support Strategy and will be classed as an 'off site' activity where usual procedural guidance applies.

Play/Leisure time Supervision

All learners require a high level of supervision and support: to promote the development of appropriate play/leisure skills and to ensure that learners do not engage in unsafe activities e.g. eating inappropriate substances, reckless riding of bikes, inappropriate sexualised behaviour, damage to other peoples' property, over rough physical contact or tussles with others. Learners must always be closely supervised. When in the play/leisure areas, staff need to be extremely vigilant. This is a time when staff must interact with the learners and engage them in appropriate play and leisure time activities. Staff should expect to be working as hard during play and leisure times as they do in class. This also applies to any time that is spent in the classroom during break and lunchtime.

Use of the Trampolines

Permissions must be sought from parents/carers before the trampolines are used with any individual. The office holds the list. Staff must read the guidance before they support an individual.

Visitors

Visitors must arrive & depart through the main reception entrance and sign in on the console screen, where they will be issued with a visitor's badge. The learner entrance must not be used for visitors to arrive or depart. For residential, all visitors must use the main entrances into the buildings. ID must be checked and verified before anyone can enter (including family / carers) and they must always be supervised when the young people are in the building.

Volunteers and Students on Placement

A volunteer or student can make a very positive contribution to the work of the school; however, they should not be regarded as a member of staff and expectations should be very different. They should not be left alone with learners and should only be used to accompany one learner on an errand if you would normally send them unaccompanied.

Emergency Fire Procedures – School Buildings

The school operates a 'stay put' policy, therefore unless you hear the fire alarm you do not move. Unless there are exceptional circumstances and you are directed to do so, no persons should leave the building. Fire Notices are displayed throughout the school. Attention needs to be paid to the area that you are working in as the refuge point is relative to that area. It is the duty of anyone discovering a fire to ensure the Fire Alarm is sounded by operating the nearest manual fire call point. The Fire Alarm links directly to a call centre which contacts the school on receiving an alarm to confirm if the emergency services are required. The Headteacher or the senior person in charge at the time must be notified once the fire alarm has been sounded.

UPON HEARING THE ALARMS:

1. Persons in charge of classes will take the class to the nearest refuge point assembly point. Ensure that classroom doors are closed as you leave. All staff near the area where the fire alarm has been heard must assist.
2. As soon as the class is assembled in the refuge area each teacher will check that all learners and staff are present.
3. If any person is found to be missing, a member of the Senior Leadership Team will decide on the action to be taken.
4. No one should leave the refuge point until they have been given permission.
5. All people on site must follow the evacuation procedure.
6. Providing it is safe to do so a member of the office staff will be directed to remain by the two sets of main doors as the electronic mechanisms will be released by the alarm being set off.
7. The priority is people safety.

PLEASE NOTE WHEN THE ALARM IS ACTIVATED THE ELECTRONIC DOORS AT THE FRONT OF THE SCHOOL AND THE LEARNER ENTRANCE ARE OPEN AND DESIGNATED FIRE DOORS NORMALLY HELD OPEN WILL CLOSE.

If an employee has an impairment that could affect their ability to evacuate in an emergency, a personal emergency evacuation plan (PEEP) needs to be developed. Please notify the Headteacher if this is needed.

In residential – there is a separate Fire Risk Assessments, Procedure and Fire Marshalls. All young people staying will have a personal emergency evacuation plan (PEEP).

Appendix F

Glenwood School Moving and Handling Policy (Manual Handling)

Introduction

This policy reflects the values, ethos and philosophy of Glenwood School in relation to our responsibilities for ensuring the safe moving and handling of learners.

The Moving and Handling Policy for learners is a working document and as such it reflects both the practices that are carried out and those to which the school is striving.

The policy is agreed upon by the whole staff and presented to the Governing Body. The document is available for interested parties.

Rationale

The policy sets out guidelines to ensure that risks to learners and staff are minimised with regard to the safe moving and handling of learners, their transport and equipment. The policy aims to point the way to practical, workable solutions designed to improve both the safety and efficiency of our working practices.

We will not discriminate against learners because of their gender, sexual orientation, ethnic background, religion, disability or social class and will ensure that all learners' ability to achieve their potential is not limited by discrimination or prejudice - either directly or indirectly.

Aims

Glenwood School aims to create an environment where:

- potential problems and difficulties in moving learners with physical disabilities will be assessed and solutions found to enable them to access a fully inclusive curriculum and range of experiences while giving them as much independence as possible
- the dignity of learners will be considered and maintained at all times during moving and handling operations, resulting in respect for and protection of each learner's individual rights
- learners are able to access a range of positions and use a variety of equipment under the guidance of therapists within a safe and supportive environment
- every learner is recognised as an individual and is not defined by his or her disability. This may result in the need for a quite individual method of manual handling or moving
- learners will be encouraged to actively participate during moving and handling operations whenever possible so that their opinions are valued and their fears and anxieties are minimised.

Implementation

The majority of learners at Glenwood School who have additional physical disabilities have an individual Physical Support Programme which is prepared by the therapists in conjunction with school staff. As part of this programme an assessment is made regarding the moving and handling of the learner and recommendations are made regarding hoisting and transferring learners. These are reviewed annually or sooner if individual needs change.

Some learners do not have physical difficulties but the nature of their unpredictable behaviour may necessitate some moving and handling by staff. Personal and Social Support Strategies are in place for these learners to minimise risk to learners and staff.

Whenever possible there will be a policy of minimal manual handling and lifting with the following hierarchy of intervention in place:

Avoidance of manual handling as far as reasonably practicable

Staff will look at the environment to ensure that moving and handling learners is kept to a practical minimum. Learners will be encouraged to be as independent as possible reducing the need for staff to intervene until necessary.

Wherever possible use will be made of mechanical equipment and aids to assist in the safer movement of learners.

Ceiling hoists and/or mobile hoists, slide sheets and handling belts are available in different areas of the school as appropriate. Adjustable changing beds are available in toilet and swimming pool changing areas.

Assessment of risks

Ongoing discussion and assessments between staff and therapists ensure that individual Personal and Social Support Strategies including Physical Support Guidelines are reviewed annually, or sooner, if necessary and amended accordingly.

In some circumstances, because of the individual needs and severity of some learners' disabilities, it may be necessary to move or reposition individuals by manual lifting. Under these circumstances special assessment will be made in order to reduce the risk to learner and staff to the minimum.

Reduction of Risk

All staff working with learners who require manual handling as part of their personal care, exercise routines or classroom activities will receive instruction to maintain continuity and to ensure the health, safety and welfare of all concerned. It is the responsibility of staff to follow the guidelines and to report any concerns if there is reason to suspect that the assessment is no longer valid, or if there is significant change to the ability of the learner or the circumstances in which moving and handling is required.

This policy has been designed to comply with the requirements of the Manual Handling Operations Regulations 1992 (revised 1998 edition), Health and Safety at Work Act 1974 and takes account of the Disability Discrimination Act 1995.

Review of the policy

The policy will be reviewed in line with whole school procedures.

Using the hoist

A hoist is the safest way of transferring many learners from one position to another and saving staff backs! All learners should be individually assessed and the only exceptions are likely to be learners who are significantly weight bearing or who are very small. There are basically two types of sling used in Glenwood School - one for transferring in a sitting position and the other for standing activities. Learners have appropriate slings identified for them by the therapists and each sling should be named.

THINK 'TRAINING' - make time to practise manoeuvring the hoist with a 'dummy' load. This will enable you to explore how much space you need and how the load swings unless properly supported. Sort out slings and how to use them before working with a learner.

THINK 'AHEAD' - is your way clear, is there enough room to manoeuvre the hoist without twisting or stretching? Move obstacles away if possible to give you a clear run. Make sure that you have the appropriate sling. Is the receiving area ready? Is the hoist battery fully charged?

THINK 'DIGNITY' - remember that learner dignity is paramount at all times. This is particularly important with older learners. Are their jumpers pulled down properly behind them? Are trouser legs caught up in the harness etc? Are skirts pulled down over knees?

Think how you would feel if you were being hoisted!

THINK 'COMFORT' - minimise the time learners are suspended in the slings. Do not assume that they enjoy it - not everyone likes that sensation. Is the sling rucked up under legs etc? Is the learner in the best possible position? Are arms and head appropriately supported?

THINK 'MY BACK' - take time to position a learner accurately in his chair while he is still supported by the hoist - there is no point in using the hoist and then lifting them into position in their chair.

THINK 'FOCUS' - nominate one person to be in control of the lift and give the count to lift. Avoid talking to each other as this is distracting for both staff and learner.

THINK 'GUIDELINES' - check learners individual guidelines to ensure appropriate positioning, and ensure that slings are used correctly.

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