



HEALTH AND SAFETY POLICY

Trade union consultation date 18 November 2020
Policy approved after Trade Union Consultation by the
Trust Board 10 December 2020

A handwritten signature in black ink that reads "Janet E. Gregory". The signature is written in a cursive style with a large initial 'J'.

Signed
Chair of Trust Board
Janet Gregory

NEXT REVIEW – AUTUMN 2023
CRANMER EDUCATION TRUST
THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ

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Section 1: Health and Safety Policy Statement

1. Our **Statement of General Policy** is to:
 - 1.1 provide adequate control of the health and safety risks arising from our work activities;
 - 1.2 consult with our employees on matters affecting their health and safety;
 - 1.3 provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained; and offers protection from danger by being suitably guarded (where appropriate). This includes heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
 - 1.4 ensure safe handling, use, storage and transport of articles and substances;
 - 1.5 provide adequate information, instruction and training to enable adults and pupils to carry out activities in a healthy and safe manner, and enable them to contribute positively to their own health and safety and that of others;
 - 1.6 ensure all employees are competent to do their tasks;
 - 1.7 prevent accidents and cases of work-related ill health;
 - 1.8 make arrangements within the school for the reporting of all accident/violent incidents to the Health and Safety service;
 - 1.9 make positive arrangements for fire evacuation, first-aid and other emergency situations;
 - 1.10 provide and maintain a safe and healthy school building/s with safe access and egress, paying particular attention to the structure of the building/s, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence;
 - 1.11 provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
 - 1.12 provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
 - 1.13 maintain safe and healthy working conditions; and
 - 1.14 review and revise this policy as necessary at regular intervals.
 - 1.15 Comply with relevant legislation:
 - 1.15.11 Health and Safety at Work Act 1974,
 - 1.15.12 the Management of Health and Safety at Work Regulations 1999,
 - 1.15.13 the Regulatory Reform (Fire Safety) Order 2005,
 - 1.15.14 the Control of Asbestos Regulations 2012, Construction (Design and Management) Regulations 2015
 - 1.15.15 Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013.

Section 2 – Responsibilities

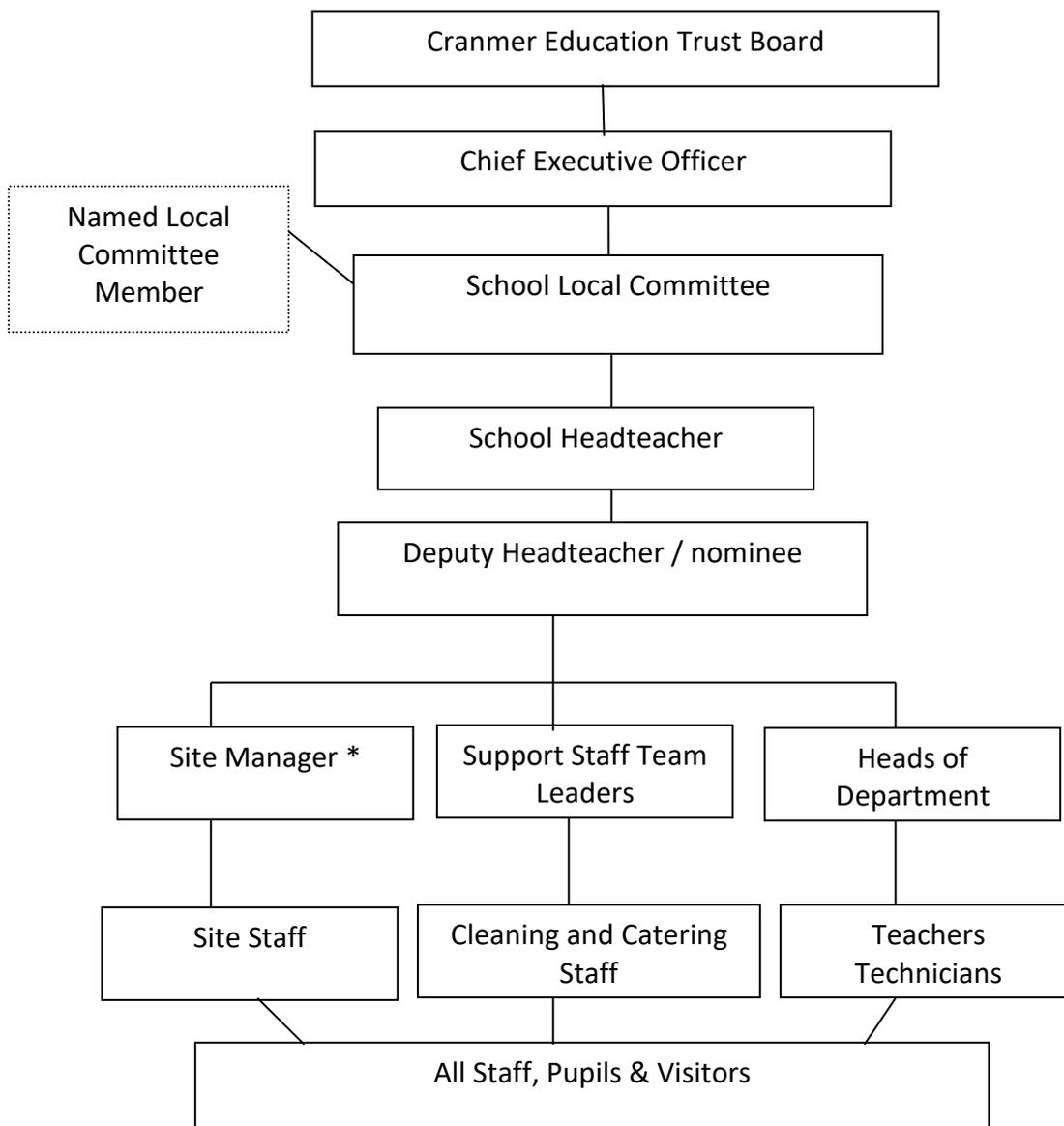
Organisation

The Cranmer Education Trust is a multi-academy trust comprising three schools: The Blue Coat School, East Crompton Saint George Primary School and Mayfield Primary school.

Overall and ultimate responsibility for health and safety at the schools within the Trust lies with the Trust Board and the Local Governing Committee of each school.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher at each academy, each of whom is directly responsible to the Chief Executive Officer (CEO) and to the Local Governing Committee. The CEO reports to the Trust Board.

Management Structure



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

2.1 The Trust Board shall ensure, so far as is reasonably practicable:

- 2.1.1 compliance with all legal requirements
- 2.1.2 formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the Trust
- 2.1.3 exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient

2.2 The Chief Executive Officer shall:

- 2.2.1 Be supported by Trust Officers i.e. Directors of Operations and Finance to direct and support the operation of each school, assisting the Headteacher, so far as is reasonably practicable, with all legal requirements as required by The Board
- 2.2.2 specify management controls and reporting requirements, require the audit of associated processes, procedures and outcomes in each Academy, and support Headteachers in identifying and delivering appropriate training and support
- 2.2.3 report to the Trust Board on progress and provide operational and management support, e.g. through Trust Officers, to the Headteachers and senior leadership teams within the schools
- 2.2.4 ensure the policy is reviewed and updated as appropriate

2.3 Local Committees shall ensure as far as is reasonably practicable:

- 2.3.1 the health, safety and welfare of all staff,
- 2.3.2 the health and safety of pupils in-school and on off-site visits;
- 2.3.3 the health and safety of visitors to schools, and volunteers involved in any school activity;
- 2.3.4 and will guide and monitor the Headteacher to ensure that they keep health and safety as a high priority in the day-to-day management of the school.

2.4 Headteachers

Headteachers are responsible for the day-to-day management of their school and shall so far as is reasonably practicable, ensure that:

- 2.4.1 the Health and Safety Policy is implemented and adhered to at all times;
- 2.4.2 all members of staff know, understand and accept their health and safety duties and responsibilities and that these are reflected in job profiles / descriptions;
- 2.4.3 adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- 2.4.4 the Local Committee is advised of health and safety implications when undertaking the review of the school budget;
- 2.4.5 all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- 2.4.6 all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested and maintained as appropriate;

- 2.4.7 the use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching;
- 2.4.8 only approved chemicals and substances are used at school and that the appropriate safety information and risk assessment is available to the user;
- 2.4.9 suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary;
- 2.4.10 adequate first aid treatment is available by the provision of a First-Aider or appointed person and that first aid boxes are kept adequately stocked;
- 2.4.11 accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Adviser as soon as possible if advice is required.
- 2.4.12 Accidents/violent incidents will be reported to the Local Committee Health and Safety Representative during their termly school visit and if serious, will be noted in their report.
- 2.4.13 Ensure that in the event of a major injury, the Chair of the Local Committee and the CEO shall be informed;
- 2.4.14 a record is kept of any contagious disease contracted, and all acts of violence and bullying, and that this is reported to the Local Committee as appropriate;
- 2.4.15 a suitable and sufficient fire risk assessment is carried out, updated and reviewed for the school premises
- 2.4.16 fire procedures are planned and rehearsed at least once per term;
- 2.4.17 fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005;
- 2.4.18 adequate welfare facilities are provided and maintained for staff and pupils;
- 2.4.19 periodic safety inspections of the school are carried out;
- 2.4.20 there is consultation with Staff Consultative Committees, where they exist, on matters of health, safety and welfare;
- 2.4.21 contractors working in the school report to a designated person before work commences in order to ascertain work details and agree safety procedures;
- 2.4.22 in the absence of the Headteacher, health and safety duties are delegated as appropriate;
- 2.4.23 there is an annual appraisal of the school's health and safety performance;
- 2.4.24 risk assessments are undertaken and reviewed as appropriate; and
- 2.4.25 any matters of concern with regard to health and safety are reported to the Local Committee via the named health and safety committee representative and the CEO

2.5 All Staff (Permanent and Temporary)

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable ensure that:

- 2.5.1 they are fully aware of the health and safety responsibilities of their role and seek clarification if unclear;
- 2.5.2 the Trust's / School's policies are implemented at all times (these are available from the Trust's published drive which is accessed P:_CET\Policies);
- 2.5.3 they are fully aware that they are responsible for the health and safety of the pupils they supervise;
- 2.5.4 equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;

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

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

2.6 Pupils

All pupils must:

- 2.6.1 comply with all school policies and regulations
- 2.6.2 co-operate with all school staff on health and safety matters;
- 2.6.3 not interfere with anything provided to safeguard their own health and safety;
- 2.6.4 take reasonable care of their own health and safety; and
- 2.6.5 report all health and safety concerns to a Teacher or other adult.

Section 3 – Operational Arrangements

3.1 Health and Safety Risks Arising From Our Work Activity

- 3.1.1 Risk assessments will be undertaken by staff across schools in line with their job descriptions / roles and responsibilities

- 3.1.2 The findings of the risk assessments will be reported to the Headteacher or their nominee
- 3.1.3 Action required to remove / control risks will be approved by the Headteacher or their nominee
- 3.1.4 Senior managers will be responsible for ensuring the action required is implemented.
- 3.1.5 Senior managers will check that the implemented actions have removed / reduced the risks.
- 3.1.6 Assessments will be reviewed annually or when the work activity changes, whichever is sooner.

3.2 Consultation with Employees is provided by

- 3.2.1 Recognised trade unions at the JCNC
- 3.2.2 The Staff Consultative Committee, where they exist, who meet on a regular basis

3.3 Safe Plant and Equipment

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

3.4 Safe Handling and Use of Substances

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

3.5 Information, Instruction and Supervision

- 3.5.1 The Health and Safety Law poster is displayed in the staff room in the Main building of the Blue Coat School and in the Main Office at East Crompton St George Primary School and Mayfield Primary School.
- 3.5.2 Supervision of young workers and trainees will be arranged, undertaken and monitored by designated managers
- 3.5.3 The Headteacher or their nominee is responsible for ensuring that Trust employees working at locations under the control of other employers are given relevant health and safety information.
- 3.5.4 Health and Safety advice is available from HSW@Work Health and Safety Practitioner whose contact details are available from the Site Manager/Business Manager/Director of Operations.

3.6 Competency for Tasks and Training

- 3.6.1 Induction training will be provided for all employees
- 3.6.2 Job specific training will be provided by Designated Trainers
- 3.6.3 Examples of specific jobs requiring special training are:
 - Deputy Headteachers
 - Educational Visits Coordinator (EVC)
 - Heads of Department in certain subjects
 - Teachers in certain subject areas eg DT
 - Facilities Manager
 - Technicians
 - Designated First Aiders
 - Site Manager / Assistants
 - Grounds Persons
 - Minibus drivers
- 3.6.4 Training records are kept by the senior Administrator /HR department of the academy
- 3.6.5 Training records are posted to staff personal files
- 3.6.6 Training will be identified, arranged and monitored by designated line managers

3.7 Accident, First Aid and Medical Conditions

- 3.7.1 The separate Trust Medical Conditions and First Aid Policy should be followed.
- 3.7.2 The first aiders and/or appointed persons are listed in each staff room
- 3.7.3 First aid boxes are kept at:
 - 3.7.3.1 Blue Coat: Student Services, science, technology, PE and staff rooms
 - 3.7.3.2 Mayfield Primary School: Main office; Foundation Unit; KS1 & KS2
 - 3.7.3.3 East Crompton St. George's Primary School: all classrooms; First Aid Room
- 3.7.4 Staff administering medication in an emergency **must** be fully trained to do so.
- 3.7.5 All accidents and cases of work-related ill health are to be recorded on an accident form located at Student Services / School Office.

- 3.7.6 Completed report forms are kept in school in line with the Trust Retention Policy. (Please refer to P:_CET\Policies\Data for more information)
- 3.7.7 If the accident/incident is RIDDOR reportable, the information will also be sent to the Health and Safety Executive. Certain workplace accidents, reportable diseases and near-misses are RIDDOR reportable. The Responsible Person will refer any accident considered as reportable to the Headteacher and the Director of Operations.
- 3.7.8 Violent incidents will be recorded on the School's violence at work forms, which are available from the responsible person (e.g. Site Manager, Business Manager or Estates Manager).

3.8 Monitoring

- 3.8.1 To check working conditions, and ensure our safe working practices and policies are being followed the following monitoring takes place:
 - 3.8.1.1 The nominated Local Committee Governor will carry out visits termly and report their findings to the Local Committee in a standard report format agreed by the CEO.
 - 3.8.1.2 The Health and Safety Adviser will conduct health and safety audits at each school at a frequency of every 3 years.
 - 3.8.1.3 The Headteacher will nominate a member of staff responsible for investigating accidents.
 - 3.8.1.4 The Headteacher or their nominee will liaise with the Trust HR Department for investigating work-related causes of sickness absences.
 - 3.8.1.5 The Headteacher or their nominee is responsible for acting on investigation findings to prevent a recurrence.

3.9 Emergency Procedures – Fire and Evacuation

- 3.9.1 The Deputy Headteacher/s Business / Site Manager are responsible as far as is reasonably practicable for the building and for ensuring that the fire risk assessment is undertaken and implemented. They are also responsible for ensuring that a Fire Action Plan has been completed and that a fire evacuation procedure is in place.
- 3.9.2 Form Tutors and support staff leaders act as fire wardens.
- 3.9.3 Escape routes and exits are checked by all staff daily.
- 3.9.4 Fire extinguishers are maintained and checked by the school nominated contractor once per year.
- 3.9.5 Alarms are tested by the designated contractor (at minimum) annually.
- 3.9.6 Emergency evacuation / fire drills will be carried out termly and records will be kept in a designated central location or administrative office.
- 3.9.7 Smoking or vaping is not permitted in any part of the Trust's premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where staff may be observed by students or parent. This includes a ban on smoking or vaping within vehicles on school grounds.

3.10 Visitors

- 3.10.1 Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit.
- 3.10.2 On entering the premises, all visitors must go to the reception / main office and sign-in the visitor's book.
- 3.10.3 All visitors will be issued with a visitor's badge / lanyard, which is to be worn for the duration of the visit.

3.10.4 On departure, visitors must sign-out and return their visitor's badge / lanyard to reception.

3.11 Contractors and Safety

3.11.1 Contractors are selected on the following basis: -

	YES	NO
Cost	√	
Production of company safety policy	√	
Proof of Competence (eg production of qualification certificates)	√	
References	√	
Any other criteria	Efficiency / reliability	

3.11.2 All contractors are required to attend a pre-start meeting with the Headteacher's nominee / Site Manager and any other relevant personnel in order for health and safety rules etc to be communicated.

3.11.3 All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit. Contractors' equipment must **not** be left unattended.

3.11.4 Contractors' activities must not present a hazard to others in the vicinity of the work.

3.11.5 All contractors are required to read and sign the Trust's 'Safety Guidance for Contractors' before work commences.

3.11.6 The Site Manager / Assistant is responsible for monitoring contractor's activities whilst on site.

3.12 Educational Visits / Extra Curricular Activities

3.12.1 The Headteacher is responsible for ensuring that the Trips and Visits Policy is followed.

3.12.2 The Educational Visits Co-ordinator for the school is the designated Deputy/Assistant Headteacher

3.12.3 All educational visits must be authorised by the Headteacher / EVC in advance.

3.12.4 The Headteacher or nominee will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children. Supervision ratios will be determined via risk assessment. See Trips and Visits Policy.

3.12.5 Advice relating to educational visits can be obtained from:

Dave Faulconbridge
 Outdoor Education Adviser
 Castleshaw Centre
 Waterworks Road
 Delph
 Oldham
 OL3 5LZ
 Tel: 0161 770 8595

3.12.6 The Evolve portal site provides detailed procedures and guidelines. Login details can be obtained from the person responsible for trips and visits administration e.g. Trips Officer, Office Manager, Business Manager.

3.12.7 The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

3.13 Movement of Vehicles

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

3.14 School Security

- 3.14.1 Refer also to the arrangements for 'Visitors'
- 3.14.2 The security of the school is maintained by reception staff supported by site staff and senior colleagues

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

* exclusions at some locations

- 3.14.3 Where there are school lock down procedures in place these must be communicated to all staff and followed

3.15 Occupational Health Services and Stress

- 3.15.1 Occupational health services are provided by an external occupational health advisory service.
- 3.15.2 Any individual suffering from work related stress should contact the nominated HR Officer at their school.

3.16 Asbestos & Legionella

- 3.16.1 Asbestos and legionella surveys have been undertaken in all schools. Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.
- 3.16.2 If the asbestos was not deemed to be a risk due to its location and/or condition, its management will come under the AMP (Asbestos Management Policy) which forms part of the nominated staff member's statutory checks (e.g. site manager).
- 3.16.3 A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the school health and safety named person and/or the Headteacher.
- 3.16.4 Material known to contain asbestos, for example ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.
- 3.16.5 A responsible person e.g. the Site Manager / Assistant at each school must carry out weekly and monthly checks of water service temperatures and maintain local records

3.16.6 Other checks (bi-annual/annual) will be carried out and documented by appointed contractors as part of the school external contract arrangements and confirmation provided to the Headteacher / Local Committee as required.

3.17 External Groups / Activities

3.17.1 External groups currently letting school premises vary within the schools and may include local football and / or rugby teams or nurseries.

3.17.2 Particulars of the Trust's and school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the designated Finance / Administrative Officer when bookings are initiated.

3.17.3 All extra-curricular groups using school premises must abide by school health and safety rules.

3.17.4 Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

3.18 Violence, Behaviour, Bullying and Harassment

3.18.1 Efforts will be made to train all staff in how to handle violent and aggressive situations.

3.18.2 If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance and do not do or say anything to antagonise the situation.

3.18.3 If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone is taken to ensure assistance could be summoned quickly in an emergency.

3.18.4 If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', will be considered.

3.18.5 Schools will address bad behaviour, bullying and harassment involving pupils by using the Trust/school approach including monitoring behaviour and logging issues on the relevant system and referring problem situations via the pastoral system.

3.18.6 Please refer to the Trust's Violence and Aggression Policy for further information (P:_CET\Policies\Human Resources);

3.19 Lone Working

3.19.3 Lone working will be risk assessed and reviewed annually or when staffing changes.

3.19.4 HSE guidance on protecting lone workers will be followed when assessing the school's lone working risks.

3.19.5 Schools will not put lone workers at more risk than other workers

3.19.6 Risk assessments will include manual handling, violence, the medical suitability of the employee to work alone, requirements for training and levels of experience.

3.19.7 Communication methods and procedures will be in place for all lone workers.

3.19.8 Working from home is classed as lone working and should be considered in risk assessments

3.19.9 Arrangements for periods of school closure or weekend working should be risk assessed.

3.19.10 Access to first aid facilities will be considered.

3.20 Infection Control

- 3.20.3 General spread of infection - best practice guidance staff and students will be followed for pupils in an age-appropriate way through curriculum and for staff will be sign-posted in relevant areas e.g. toilets and bathroom
- 3.20.4 Staff and students who are identified as being at greater risk e.g. pregnant employees or someone undergoing medical treatment will have their activities assessed and should contact HR for specific arrangements.
- 3.20.5 Food safety standards will be adhered to by catering facilities
- 3.20.6 COSHH standards will be applied to employees who through their line of work are exposed to infectious micro-organisms
- 3.20.7 Public Health England and/or Department for Education advice and guidance will be followed in the event of a pandemic or other national concern for infection control.

3.21 Manual Handling, Working at Height

- 3.21.3 Specific risk assessments will address the risks associated with manual handling and working at height. They should consider all areas of activity, be reviewed regularly and will be communicated with the members of staff involved.

3.22 PE equipment

- 3.22.3 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- 3.22.4 Any concerns about the condition of the gym floor or other apparatus will be reported to the relevant member of staff usually the premises team.
- 3.22.5 PE equipment will be risk assessed and serviced as risk assessment determines.

3.23 Screen equipment

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

3.24 Associated policies (the following policies can be accessed P:_CET\Policies)

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