

Health & Safety Policy 2026

Approved by: School Board

Last reviewed on: June 2026

Date: June 2026

Next review due by: June 2027

Purpose

Magno International School is committed to providing and maintaining a safe, secure and healthy environment for all pupils, staff, visitors and contractors.

The School will ensure that the welfare, health and safety of pupils are actively promoted and safeguarded at all times, in line with current Spanish legislation and regulations on educational centres.

The School will:

Provide and maintain safe premises, systems of work and equipment

Establish and maintain safe working procedures for staff, pupils and visitors

Ensure effective supervision of pupils appropriate to age, need and activity

Implement robust emergency arrangements, including fire safety, medical response and critical incidents

Ensure all risks are identified, assessed and controlled proportionately

Maintain effective arrangements for safeguarding, medical needs and pupil wellbeing where these intersect with health and safety

Promote a positive safety culture where all stakeholders understand and discharge their responsibilities

Health and safety management will follow a proportionate, risk-based and actively monitored approach, with regular oversight by school leadership and governance.

Scope

This policy applies to:

All staff (teaching, support and leadership)

All pupils across all age phases

Contractors, consultants, volunteers and visitors

All school premises and facilities

All school activities, including off-site visits and extended provision

This policy covers all aspects of:

Premises and site safety

Curriculum and activity safety (including practical subjects and sport)

Supervision and pupil welfare, where linked to health and safety

Educational visits and off-site provision

Medical needs and first aid arrangements

Safeguarding interfaces with health and safety

The policy applies at all times when the school is responsible for pupils, including during normal hours, extended school activities, educational visits, and third-party use of the site.

Legislation and Guidance

Insert appropriate local and national regulations:

Organic Law 8/1985, of 3 July, regulating the Right to Education.

Organic Law 2/2006, of 3 May, on Education, as amended by Organic Law 3/2020.

Royal Decree 732/1995, of 5 May, developing the rights and duties of pupils and the rules of coexistence in schools.

Law 8/2021, of 4 June, on the comprehensive protection of children and adolescents against violence.

Law 33/2011, of 4 October, General Public Health Law.

Royal Decree 315/2025, of 15 April, on healthy and sustainable food in educational centres.

Resolution of 20 October 2025, of the Secretary of State for Education and the General Directorate of Civil Protection and Emergencies, approving the Civil Protection Emergency Training Plan for educational centres.

Regional implementing regulations on the organisation and functioning of educational centres.

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

Core Health and Safety Law

Law 31/1995, of 8 November, on Occupational Risk Prevention.

Royal Decree 39/1997, of 17 January, approving the Regulation on Prevention Services.

Royal Decree 486/1997, of 14 April, establishing the minimum health and safety provisions for workplaces.

Royal Decree 485/1997, of 14 April, on health and safety signage at work.

General Health and Safety Regulations

Royal Decree 1215/1997, of 18 July - Minimum health and safety provisions for the use of work equipment by workers.

Royal Decree 487/1997, of 14 April - Manual handling of loads.

Royal Decree 773/1997, of 30 May - Use of personal protective equipment.

Royal Decree 2177/2004, of 12 November - Temporary work at height.

Royal Decree 614/2001, of 8 June - Safety in electrical equipment and systems.

Royal Decree 396/2006, of 31 March - Asbestos risks.

Royal Decree 1853/1993, of 22 October - Gas installations.

Law 32/2006, of 18 October - Coordination of health and safety in construction works.

Risks and Emergencies

Royal Decree 1215/1997, of 18 July - Minimum health and safety provisions for the use of work equipment by workers.

Royal Decree 487/1997, of 14 April - Manual handling of loads.

Royal Decree 773/1997, of 30 May - Use of personal protective equipment.

Royal Decree 2177/2004, of 12 November - Temporary work at height.

Royal Decree 614/2001, of 8 June - Safety in electrical equipment and systems.

Royal Decree 396/2006, of 31 March - Asbestos risks.

Royal Decree 1853/1993, of 22 October - Gas installations.

Law 32/2006, of 18 October - Coordination of health and safety in construction works.

Educational Settings and Child Protection Framework

Royal Decree 132/2010, of 12 February - Minimum requirements for educational establishments.

Law 51/2003, of 2 December - Equal opportunities, non-discrimination and universal accessibility.

Organic Law 2/2006, of 3 May - Education (attention to diversity and special educational needs).

Organic Law 1/1996, of 15 January - Legal Protection of Minors (child protection protocols).

Royal Decree 95/2022, of 1 February - Early Childhood Education Curriculum (equivalent to EYFS).

Additional Guidance and References

Royal Technical guidance from INSST (National Institute for Health and Safety at Work).

Guidance from the Ministry of Education and Vocational Training.

Regional child protection and bullying protocols.

Roles & Responsibilities

The School Board

Ensure that effective health and safety arrangements are in place which actively promote the welfare, health and safety of pupils.

Provide strategic oversight and assurance that:

The policy is implemented effectively across the school

Risks are identified, recorded and managed through a Master risk register

Adequate resources, training and competent advice are in place

Systems for reporting accidents, incidents and near misses are effective

Receive regular reports on:

Significant incidents and trends
High-risk areas and mitigation actions
An annual Record and Compliance check
Hold the Principal to account for implementation of this policy.

Principal

The Principal is responsible for the overall implementation, monitoring and effectiveness of this policy and for ensuring that the welfare, health and safety of pupils and staff are actively promoted.

The Principal will ensure that:

Suitable and sufficient risk assessments are in place and reviewed
Staff are appropriately trained, supervised and supported
Systems for supervision of pupils are robust and proportionate to risk
Incident, accident and near-miss reporting systems are effective and used consistently
Significant risks and incidents are escalated to the Board and, where required, external authorities
The premises and facilities are safe, secure and appropriately maintained

The Principal will also ensure that health and safety is integrated into safeguarding, behaviour and operational systems.

In the Principal's absence, Noelia Aulló assume the above day-to-day health and safety responsibilities.

Health and Safety Lead (Competent Person)

The nominated health and safety lead is Noelia Aulló.

Coordinating the implementation of health and safety arrangements
Maintaining the central risk register, inspection schedule and action plan

Monitoring compliance with statutory requirements and internal procedures

Supporting investigation of incidents and near misses and ensuring actions are completed

Advising leadership on risk, compliance and best practice

Where specialist advice is required (e.g. fire safety, asbestos, water hygiene), the School will engage appropriately qualified external competent persons.

Chair the H&S Committee at least twice a year, with minutes and actions tracked

Designated Safeguarding Lead and Medical Needs Leads

- Follow policies, procedures and training ensuring health and safety arrangements align with safeguarding, attendance, behaviour and online safety systems.
- Ensure serious incidents, allegations or concerns with safeguarding dimensions are escalated through the safeguarding procedure.
- 1. Coordinate Individual Healthcare Plans, allergy management plans and information-sharing on a need-to-know basis.

Staff

Take reasonable care of their own health and safety and that of others.

Follow safeguarding, behaviour, medical, emergency procedures and training.

Use equipment correctly and report defects, hazards, accidents, near misses and concerns promptly.

Staff must ensure that pupils are supervised in a manner appropriate to their age, needs and the nature of the activity

Challenge unsafe practice and raise concerns without delay.

Model safe and hygienic practice for students.

Understand emergency evacuation procedures and feel confident in implementing them.

Students

Follow safety instructions given by staff

Behave in a manner that supports the safety and wellbeing of themselves and others
Report hazards, unsafe behaviour or concerns to a member of staff
Where appropriate, pupils will be supported to develop an understanding of risk and safe behaviour

Contractors

Produce a RAMS statement and wait for approval before starting work.
Ensure appropriate safeguarding police checks have been carried out if required.

General Visitors

Take reasonable care of their own health and safety.
Follow procedures as indicated during induction/welcome.

Site Security

Receptionists and IT admin are responsible for the security of the school site in and out of school hours.
They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
Receptionists and Maintenance team are key holders and will respond to an emergency.

Health and Safety Arrangements

The School Board maintains a **central risk register** which records significant risks, existing controls and required actions.

This register is:
Reviewed regularly by senior leaders
Used to inform decision-making and resource allocation

In appendix 1 the standard operating procedures (SOP) for aspects of work in schools are found.

Risk Assessment and Dynamic Risk Management
Fire Safety, Evacuation and Lockdown (Full separate policy available)
First Aid and Medical Response (Full separate policy available)
Accident, Incident, Near-Miss and Law 31/1995 on Occupational Risk Prevention
Infection Prevention and Control
Daily, Weekly and Termly Premises Inspection
Asbestos Management
Water Hygiene and Legionella Control
Electrical Safety and Testing
Contractor Management and RAMS Approval
Work at Height
COSHH Management
Manual Handling
Educational Visits and Off-Site Activities
Lone Working
Lettings and Third-Party Use
Violence, Aggression and Challenging Behaviour
Staff Wellbeing and Work-Related Stress (Full separate policy available)

Training

Our staff are provided with health and safety training as part of their induction process and annual cycle of professional development. Training matrixes are kept that identify completion of mandatory Group wide H&S courses each year.

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

Monitoring

The School will maintain effective monitoring and review systems to ensure ongoing compliance and improvement.

This includes:

A live health and safety risk register, reviewed monthly by the School Board.

Regular review of accident, incident and near-miss data to identify trends.

Scheduled inspections and audits of premises and systems by the RHOS and external bodies as required.

Monitoring of compliance with statutory requirements.

The Principal will report regularly to the School Board on:

Significant risks and incidents

Trends and emerging issues

Progress on actions and compliance

This policy will be reviewed annually and updated in response to:

Changes in legislation or guidance

Significant incidents or findings

Inspection or audit outcomes

Links with other policies

This health and safety policy links to the following policies:

Safeguarding / child protection policy

First aid policy and procedures

Allergy and Anaphylaxis Policy

Fire Safety and Evacuation

Business Continuity Management plan and critical incident plan

School Transport Policy

Accident reporting

Risk assessment policy / procedure

Educational visits policy

Safeguarding / child protection policy

Supporting pupils with medical conditions policy

Premises management / asbestos / water hygiene / fire safety procedures

Behaviour policy and violence / aggression risk-management procedures

Contractor management / procurement / lettings procedures

Data protection / records retention policy

Remote working / home working arrangements (where used)

Staff wellbeing / capability / absence policies as relevant

Staff Code of Conduct

Parent Home-School agreement/Code of Conduct

List any other related policies that your school has here, if applicable.

CCTV policy / Camera system

Lockdown policy

Heated pools self-control

The School will ensure that relevant information relating to health, safety and welfare is **communicated clearly to parents and carers**, including where significant incidents or changes may affect pupils.

Appendixes

Appendix 1 – Risk Assessment and Dynamic Risk Management

Purpose

To ensure that foreseeable hazards are identified, risks are assessed, controls are implemented, and residual risks are reviewed proportionately.

Scope

Applies to premises, curriculum activities, events, educational visits, one-off activities, behavioural risk, medical needs, and dynamic decision-making during changing conditions.

Key responsibilities

Principal approves the school risk assessment framework and ensures competent oversight.

Health & Safety Lead maintains the central risk register and audit schedule.

Heads of Department / line managers complete and review local risk assessments.

All staff apply dynamic risk assessment where conditions change during an activity.

Procedure

Risk assessment process

Define the activity, area, people at risk and the intended outcomes.

Identify hazards, existing controls and realistic worst-case outcomes.

Apply the hierarchy of controls in accordance with Spanish legislation (Ley 31/1995): elimination, substitution, technical controls, organizational/administrative measures, and PPE as the last line of defence.

Rate residual risk using the school's agreed scoring method and determine if escalation is required.

Approval and review

High-risk assessments require sign-off by the Principal or delegated senior leader.

Assessments are reviewed annually, after incidents, or when staffing, pupils, premises or processes materially change.

Dynamic risk decisions taken during activities must be recorded if they materially alter the original plan.

Required records / evidence

Central risk register

Local departmental risk assessments

Visit/event-specific assessments

Review log and action tracker by the external H&S company.

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 2 – Fire Safety, Evacuation and Lockdown

Purpose

To establish clear controls for preventing fire, evacuating safely, and managing lockdown where external or internal threats require rapid site control.

Scope

Applies to all staff, pupils, contractors and visitors on site, including out-of-hours activities and lettings.

Key responsibilities

Principal ensures a current fire risk assessment and emergency plans are in place.

Site / Facilities Lead maintains testing, servicing and physical controls.

Class teachers and line managers lead evacuation of their groups and check registers.

Reception / visitor control staff support accountancy for visitors and contractors.

Procedure

Preventive controls

Maintain clear escape routes, fire doors, signage, extinguishers and alarm interfaces.

Test the alarm weekly; service fire systems and emergency lighting at statutory or competent-person intervals.

Control ignition sources, hot works, storage of combustibles and housekeeping standards.

Evacuation procedure

Raise the alarm immediately on discovery of fire or smoke.

Evacuate using nearest safe exit; do not stop to collect belongings.

Take registers at the assembly point and inform incident lead of missing persons.

No re-entry until authorised by the fire service or incident lead.

Lockdown procedure

Initiate lockdown using agreed signal and communication method.

Secure rooms and internal movement; maintain calm and account for pupils.

Contact emergency services where required and maintain communication with command team.

After stand-down, complete debrief and welfare actions.

Required records / evidence

Fire risk assessment

Alarm test log

Drill record

Service certificates

PEEPs (ind) / GEEPs (group e.g EYFS)

Lockdown drill record

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 3 – First Aid and Medical Response

Purpose

To ensure timely first aid, clear escalation to emergency services, and safe management of medicines and known medical conditions.

Scope

Applies to on-site activities, educational visits, sports fixtures, EYFS where applicable, and school transport activities managed by the school.

Key responsibilities

Principal ensures an appropriate first-aid needs assessment.

Medical / first-aid lead maintains kits, training records and medicine controls.

Responsible staff follow healthcare plans, medication instructions and emergency protocols.

Trip leaders ensure first-aid provision and access to medical information off site.

Procedure

Routine first aid

Provide treatment within competence and summon additional assistance where needed.

Inform parents/carers in line with age, severity and school procedures.

Record all treatment and outcomes on the standard medical/accident form.

Emergency response

Call emergency services immediately where life-threatening symptoms, severe injury or loss of consciousness are present.

Send a known adult to meet emergency responders and direct them to the location.

Secure the scene and preserve evidence where a serious incident has occurred.

Medicines management

Store medicines in line with temperature, security and accessibility requirements.

Administer only by trained / authorised staff and document dose, time and signature.

Maintain healthcare plans and photo/alert lists for relevant staff.

Required records / evidence

First-aid needs assessment

First-aider list

Medical incident records

Medicine administration records

Healthcare plans

Trip medical packs checklist

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 4 – Accident, Incident and Labour and Social Security Inspectorate, National Social Security Institute and Mutual Insurance Companies

Purpose

To ensure all events are recorded, investigated proportionately, and escalated where legally reportable.

Scope

Applies to employee accidents, pupil and visitor incidents, near misses, dangerous occurrences, violence incidents and property damage with health/safety implications.

Key responsibilities

Managers ensure incidents are recorded the same day where practicable.

Health & Safety Lead screens incidents for Labour and Social Security Inspectorate, National Social Security Institute and Mutual Insurance Companies and investigation level.

Principal reviews serious incidents and signs off major corrective actions.

Procedure

Internal reporting

Complete the standard form with factual details, witnesses, treatment and immediate actions.

Differentiate between accident, incident, near miss and dangerous occurrence for analysis purposes.

Notify parents/carers and senior leaders as required by seriousness and age of pupil.

Investigation

Use proportionate investigation level: minor, manager review, or serious incident/root-cause analysis.

Identify direct causes, underlying systems failures and additional controls.

Track actions to completion with deadlines and named owners.

Labour and Social Security Inspectorate, National Social Security Institute and Mutual Insurance Companies

Check whether the event involved death, specified injury, over-seven-day incapacity, occupational disease, dangerous occurrence or a non-worker taken from the scene to hospital arising from a work activity.

Submit report within required timescales and retain evidence of submission.

Required records / evidence

Accident/incident forms

Investigation reports

Labour and Social Security Inspectorate, National Social Security Institute and Mutual Insurance Companies submissions

Action tracker

Trend analysis by month / location / type

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 5 – Infection Prevention and Control

Purpose

To reduce transmission of infectious disease while maintaining access to education through practical, proportionate controls.

Scope

Applies to classrooms, toilets, medical rooms, catering areas, transport interfaces and all communal spaces.

Key responsibilities

Medical lead / IPC lead monitors public health updates and outbreaks. Follows the Public health authorities guidance

Site team ensures cleaning, waste and ventilation controls are functioning.

Staff reinforce hygiene and isolation/escalation procedures with pupils.

Procedure

Routine prevention

Promote regular hand hygiene, respiratory etiquette and effective cleaning of high-touch surfaces.

Maintain suitable ventilation using natural or mechanical methods and monitor problem rooms.

Implement exclusion/return guidance from the relevant public-health authority.

Body-fluid spills

Use spill kits and PPE; cordon the area where needed.

Clean and disinfect using approved products and dispose of waste appropriately.

Outbreak response

Escalate unusual clusters to SLT and liaise with public-health authorities where indicated.

Implement targeted communication, attendance management and temporary controls based on risk.

Required records / evidence

Cleaning schedule

Ventilation/problem-area log

Outbreak case log

Parent/staff communications

Spill response record

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 6 – Daily, Weekly and Termly Premises Inspection

Purpose

To maintain safe buildings and grounds through routine inspection, prompt defect reporting and escalation of high-risk issues.

Scope

Applies to classrooms, specialist rooms, circulation spaces, external areas, plant spaces and security interfaces.

Key responsibilities

Site/Facilities Lead manages the inspection calendar and defect log.

All staff report defects immediately using the agreed system.

Principal reviews high-risk defects and funding priorities.

Procedure

Inspection frequencies

Daily visual checks for obvious hazards, security and cleanliness issues by all staff

Weekly checks for fire doors, alarms interface points, play areas and housekeeping.

Termly wider compliance reviews including signage, fixed equipment, welfare facilities and accessibility.

Defect management

Implement immediate temporary controls for Red defects and restrict access where necessary.

Track remedial works to closure and retain evidence of completion.

Required records / evidence

Daily/weekly inspection logs

Defect register

Photographic evidence

Closure confirmations

Termly audit report

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 7 – Asbestos Management

Purpose

To prevent accidental disturbance of asbestos-containing materials and comply with the duty to manage in non-domestic premises.

Scope

Applies wherever asbestos is known or presumed in the school estate, including contractor works and intrusive maintenance.

Key responsibilities

Duty holder / Principal ensures a current register and management plan exist.

Site Lead checks the register before any works and briefs contractors.

Staff report damage to surfaces/materials that may contain asbestos immediately.

Procedure

Core controls

Maintain asbestos register and management plan.

Label or otherwise control awareness of relevant areas as appropriate to the management strategy.

Prevent intrusive works until asbestos information is reviewed and, where necessary, surveys obtained.

Emergency response

Stop work immediately if suspect material is disturbed.

Evacuate and isolate the area; do not sweep or clean debris.

Seek competent asbestos advice and only re-open when declared safe.

Required records / evidence

Asbestos register

Management plan

Contractor acknowledgements

Incident records

Survey reports

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 8 – Water Hygiene and Legionella Control

Purpose

To control microbial risk from the water system through monitoring, flushing and remedial action.

Scope

Applies to all domestic water outlets, tanks, calorifiers, showers, little-used outlets and holiday closure/reopening periods.

Key responsibilities

Responsible Person (Water) oversees the written control scheme and logbook.

Site team completes routine temperature checks, flushing and remedial actions.

Principal ensures competent external review where required.

Procedure

Routine controls

Complete outlet flushing, temperature checks and inspection tasks at the frequencies in the water logbook.

Manage little-used outlets and seasonal closures/reopens with explicit procedures.

Action failures promptly and escalate persistent temperature control issues.

Required records / evidence

Legionella risk assessment

Water logbook

Temperature records

Flushing records

Remedial action log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 9 – Electrical Safety and Testing

Purpose

To ensure fixed installations and portable equipment are safe, suitable and maintained through a risk-based inspection regime.

Scope

Applies to all fixed electrical systems, portable appliances, extension leads, music/ICT equipment and temporarily installed items.

Key responsibilities

Site Lead arranges fixed-wire inspection and remedial works.

Departments complete user checks and remove damaged items from service.

Only competent persons undertake electrical repairs or modifications.

Procedure

Routine controls

Complete user checks before use for damage, plugs, cables and signs of overheating.

Undertake formal inspection/testing of portable items based on risk category and use environment.

Maintain fixed installation inspection records and close out C1/C2/FI observations promptly.

Required records / evidence

EICR and remedial records

PAT / formal test log

Defect quarantine records

Equipment inventory

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 10 – Contractor Management and RAMS Approval

Purpose

To ensure contractors are competent, risks are assessed, safeguarding/site controls are understood, and works are monitored effectively.

Scope

Applies to minor works, maintenance, construction projects, deliveries involving high-risk activities and specialist servicing.

Key responsibilities

Project lead / Site Lead vets contractors and reviews RAMS.

Principal approves high-risk works and construction interfaces.

Reception/security controls sign-in, ID and visitor briefing processes.

Procedure

Pre-start controls

Verify insurance, competency, qualifications/licenses and references as appropriate.

Review RAMS for hazards including hot works, asbestos, work at height, electricity, gas, isolations and safeguarding interfaces.

Provide induction covering emergency arrangements, restricted areas, welfare, parking and supervision expectations.

During works

Monitor compliance to RAMS and stop unsafe work immediately.

Operate permit-to-work arrangements for hot works, roof access, service isolations or other defined high-risk tasks.

Manage segregation from pupils, noise, dust and access routes.

Required records / evidence

Approved contractor list

Insurance checks

RAMS approvals

Monitoring / snagging log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 11 – Work at Height

Purpose

To prevent falls and ensure work at height is avoided where practicable and controlled where unavoidable.

Scope

Applies to ladders, stepladders, mobile towers, stage access and any activity where a fall liable to cause injury could occur.

Key responsibilities

Site Lead controls access equipment and competency.

Staff only use approved equipment for brief, low-risk tasks.

Contractors provide suitable access equipment and trained personnel.

Procedure

Controls

Avoid work at height where the task can be completed safely from ground level.

Use the safest suitable equipment for the task and environment.

Inspect ladders/stepladders before use and at routine intervals; remove defective items from service.

Restrict roof access and high-risk access to authorised persons only.

Required records / evidence

Ladder register

Inspection log

Training/authorisation list

Permit/approval for roof access

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 12 – COSHH Management

Purpose

To identify, assess and control hazardous substances used in cleaning, maintenance and the curriculum.

Scope

Applies to cleaning products, science chemicals, art materials, fuels, gases, glues, maintenance substances and generated substances such as dust or fumes.

Key responsibilities

Department heads / line managers maintain local COSHH inventories.

Site/cleaning leads ensure secure storage and stocks are minimised.

Staff follow assessment controls, PPE and emergency arrangements.

Procedure

Controls

Maintain inventory and safety data sheets.

Complete COSHH assessments with exposure routes, controls and spill/emergency actions.

Store substances securely, correctly labelled and incompatible substances segregated.

Dispose of waste in accordance with the product guidance and local arrangements.

Required records / evidence

COSHH inventory

Safety data sheets

Assessments

Training records

Spill response records

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 13 – Manual Handling

Purpose

To reduce the risk of musculoskeletal injury by avoiding hazardous manual handling and teaching safe techniques where tasks remain.

Scope

Applies to furniture moves, deliveries, PE equipment, archives/storage, catering, site and maintenance tasks.

Key responsibilities

Managers assess significant handling tasks.

Staff use available handling aids and ask for help where needed.

Site lead maintains trolleys/handling equipment.

Procedure

Controls

Avoid lifting where possible by redesigning the task or ordering smaller loads.

Use trolleys, sack trucks or team lifts where required.

Provide instruction/training for staff whose work includes regular handling tasks.

Review tasks after any handling injury or concern.

Required records / evidence

Manual handling assessments

Training record

Equipment checks

Incident review log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 14 – Educational Visits and Off-Site Activities

Purpose

To ensure trips and off-site activities are planned, approved and delivered safely while enabling educational value.

Scope

Applies to local visits, residentials, fixtures, outdoor learning, transport arrangements and international visits where relevant.

Key responsibilities

Visit leader prepares the plan and risk assessment.

Educational Visits Coordinator (if appointed) reviews and advises.

Principal approves higher-risk or overnight visits.

Procedure

Planning

As part of the formal approval process, define educational purpose, supervision ratio, transport, medical, behaviour and communication arrangements.

Check venue competence and provider assurances where relevant.

Ensure consent/medical information, first aid and emergency response plans are in place.

During the visit

Maintain headcounts and communication procedures.

Apply dynamic risk assessment if conditions change.

Log significant incidents and notify school/parents in line with severity.

Required records / evidence

Visit approval form

Risk assessment

Staffing list

Medical/consent records

Incident log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 15 – Lone Working

Purpose

To make lone working a controlled exception rather than an unmanaged norm, with special focus on communication and emergency escalation.

Scope

Applies to late-working staff, opening/closing premises, isolated tasks, some visits, home working interfaces and security checks.

Key responsibilities

Managers authorise lone working where suitable.

Staff comply with sign-in/out and communication requirements.

High-risk tasks are not undertaken alone unless a specific safe system authorises this.

Procedure

Controls

Assess the person, task, environment, communication method and foreseeable emergency response.

Use check-in/check-out processes and escalation if a worker fails to report at the expected time.

Prohibit or tightly control high-risk lone-working tasks.

Required records / evidence

Lone-working assessments

Sign-in/out records

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 16 – Lettings and Third-Party Use

Purpose

To ensure hirers understand site rules, supervision responsibilities and emergency procedures, and that school liabilities are controlled.

Scope

Applies to sports clubs, community groups, holiday providers, examinations, performances and meetings hosted by third parties.

Key responsibilities

Business / operations lead manages hire agreements.

Site staff brief hirers and maintain opening/closing controls.

Safeguarding lead advises where children are involved in third-party provision.

Procedure

Controls

Use a written agreement specifying access areas, emergency arrangements, first aid, safeguarding, insurance and cleaning responsibilities.

Restrict access to approved areas only and control keys/alarm arrangements.

Require risk assessments and event plans for higher-risk activities.

Required records / evidence

Hire agreement

Insurance evidence

Induction record

Risk assessments

Post-event issue log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 17 – Violence, Aggression and Challenging Behaviour

Purpose

To protect staff and pupils from foreseeable aggression, abuse or violence and to support consistent reporting and response.

Scope

Applies to face-to-face interactions, reception, meetings, behaviour incidents, visits, online/telephone abuse affecting work and some parent interactions.

Key responsibilities

Leaders assess environments and individuals presenting heightened risk.

Staff follow de-escalation, calling-for-help and post-incident procedures.

HR / SLT ensure staff support and follow-up where incidents occur.

Procedure

Controls

Use safer meeting arrangements, room layout and staffing for known high-risk interactions.

Train relevant staff in de-escalation and breakaway principles as appropriate.

Report all incidents and near misses promptly; update plans and restrictions where needed.

Required records / evidence

Behaviour/support plans

Violence/aggression reports

Debrief notes

Communication restrictions log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 18 – Staff Wellbeing and Work-Related Stress

Purpose

To treat work-related stress as a health and safety issue and ensure concerns are identified and addressed systematically.

Scope

Applies to workload, role clarity, support, change management, difficult behaviours, traumatic incidents and workplace relationships.

Key responsibilities

Senior leaders monitor organisational stressors and workload patterns.

Line managers hold regular wellbeing check-ins and escalate concerns.

HR / occupational health routes are used where individual support is needed.

Procedure

Controls

Use supervision, workload review, change planning and supportive management conversations to identify pressure points early.

Escalate serious concerns through HR/occupational health/employee assistance routes.

Complete individual stress risk assessments where needed and review support plans after absence or significant incidents.

Required records / evidence

Wellbeing action plan

Stress risk assessments

Supervision/meeting notes

Occupational health referrals

Review trigger

Review annually and after any significant change, incident, or external recommendation.