UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

HEALTH AND SAFETY POLICY

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

This policy covers all premises known as The Levels School.

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

Date of policy	October 2025
Next review date	October 2026
Frequency of policy review (annually, every two years)	Annually
Policy owner	C. Cook/N. Phillips
Published policy	Yes ☒ No ☐
List of connected policies	Safeguarding Policy, Fire Prevention Policy, Medication Administration Policy, Lone Working Policy, First Aid Policy, Near-miss Policy, Smoke - free Policy, Smoking, Alcohol and Misuse of Drugs Policy, Emergency and Contingency Plan, Mental Health and Wellbeing Policy, Relational Policy
Approved By/ Date	Proprietor as Employer Approved by Governors

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Health and Safety Statement of Intent

The following is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals.

The General Policy Statement is brought to the attention of all employees by publication in this main policy and as part of the Health and Safety Induction process.

Health and Safety General Policy Statement

At The Levels School we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. All staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

The Levels School recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- To meet our legal obligations to maintain safe and healthy working conditions.
- To provide adequate control of the health and safety risks so identified.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure the safe handling and use of substances.
- To provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- To ensure that all workers are competent to do their work, and to give them appropriate training.
- To prevent accidents and cases of work-related ill health.
- To actively manage and supervise health and safety at work.
- To have access to competent advice.
- To seek continuous improvement in our health and safety performance and management through regular (at least every two years) review and revision of this policy.
- To provide the resource required to make this policy and our health and safety arrangements effective.

We also recognise:

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work.
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

- To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules on starting employment at The Levels School as part of the Health and Safety Induction process.

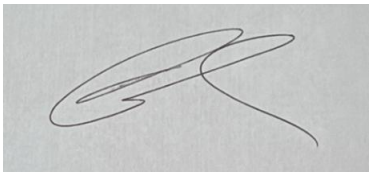
The policy is reviewed on a periodic basis.



Signed by Caroline Cook

Head Teacher

Date October 2025



Signed by Gian Floris

Proprietor

Date – October 2025

Introduction

The Levels School is committed to managing health and safety to protect our employees and other persons effectively. Our Health and Safety Policy Statement sets out our commitment and the objectives we aim to meet in managing health and safety. The Levels School recognises and accepts the duty to protect the health and safety of the staff and all visitors to its premises, including students, contractors and temporary workers, as well as any members of the public who might be affected by our actions.

Although we cannot eliminate risk completely, we aim to manage health and safety in a pragmatic and proportionate manner and we will prioritise risks with the objective of maintaining continuous improvement.

The School is committed to providing and maintaining:

- Safe and healthy working conditions.
- Relevant, appropriate and serviceable work equipment.
- The safe storage, handling and use of hazardous substances.
- The provision of necessary information, instruction and training for all staff, students and visitors.
- The control of health and safety risks arising from work and school activities.
- An accident and work-related ill health reporting, recording and investigation system.
- A mechanism for consulting with staff on safety related topics.

The School's Proprietors will endeavour to ensure the health and safety of the staff and students. The Levels School is using Educating Safely also to support in Health and Safety matters. It is also recognised that health and safety at work is the responsibility of every individual within the school. Each employee has the duty to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other person. Each employee will undertake online Health and Safety training as part of their induction, and annually thereafter.

Safety is as an integral part of the school's business objectives and we will therefore make finances and resources as are reasonable available to implement this policy.

Key Personnel

Role	Name	Contact Details
Responsible Persons (external)	Educating Safely	sam@educatingsafely.co.uk
The Levels School in-house H&S leads	Gian Floris (Proprietor) for arranging all external assessments	Gian.Floris@thelevelsschool.co.uk
	Caroline Cook (Head teacher, in house overview)	Caroline.cook@thelevelsschool.co.uk
	Nigel Phillips (Estates Manger)- coordinates External Assessments	Nigel.phillips@thelevelsschool.co.uk
Nominated Governor for Health and Safety /Compliance	Anthony Greenhalgh	Anthony.greenhalgh@thelevelsschool.co.uk
	Bradley Middleton	Bradley.middleton@thelevelsschool.co.uk

Policy Review

This Health and Safety Policy will be reviewed at least every two years by the Health and Safety team and adopted by the Board. Between Board Meetings, if any changes to legislation, practice or incident so require, any amendments will be made and approved by the Compliance Governor.

Health and Safety Policy Statement

The Proprietor and Headteacher at The Levels School recognise that there is legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities. The team of experts at Educating Safely will advise in all Health and Safety matters.

The Proprietor supported by the Head Teacher of the School will (with support from Educating Safely):

- Share this policy with all employees.
- Ensure risk assessments are carried out and reviewed to identify proportionate and pragmatic solutions to reducing risk.
- Communicate and work with employees on health and safety matters.
- Comply fully with all relevant legal requirements, codes of practice and regulations at all levels.
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety.
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues.
- Maintain the school premises, provide and maintain safe equipment.
- Only engage contractors who can demonstrate due regard to health & safety matters – Educating Safely have their own vetted contractors they recommend as part of their service.
- Provide adequate resources to control the health and safety risks arising from our work activities.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Provide an organisational structure that defines the responsibilities for health and safety.
- Provide information, instruction and supervision for employees.
- Regularly monitor performance and revise policies and procedures to improve safe practice.

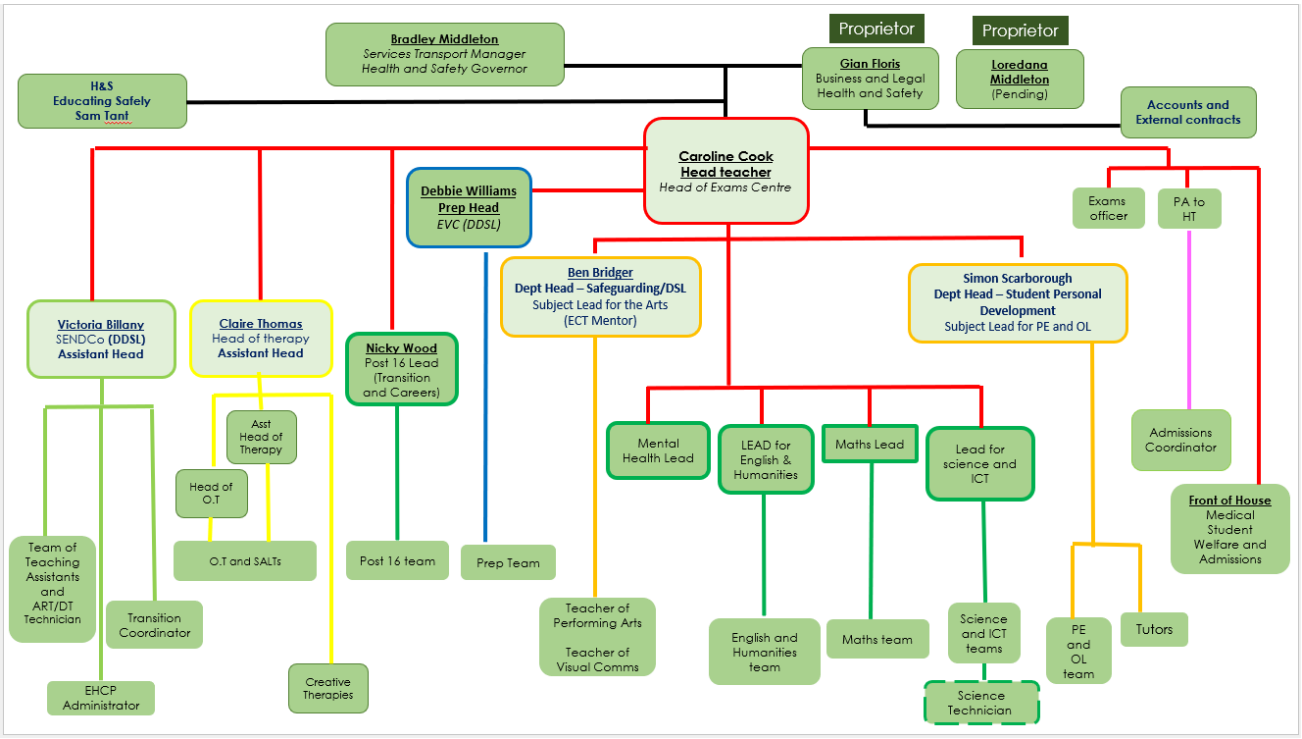
This Health and Safety Policy will be reviewed at least every two years and revised as required to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

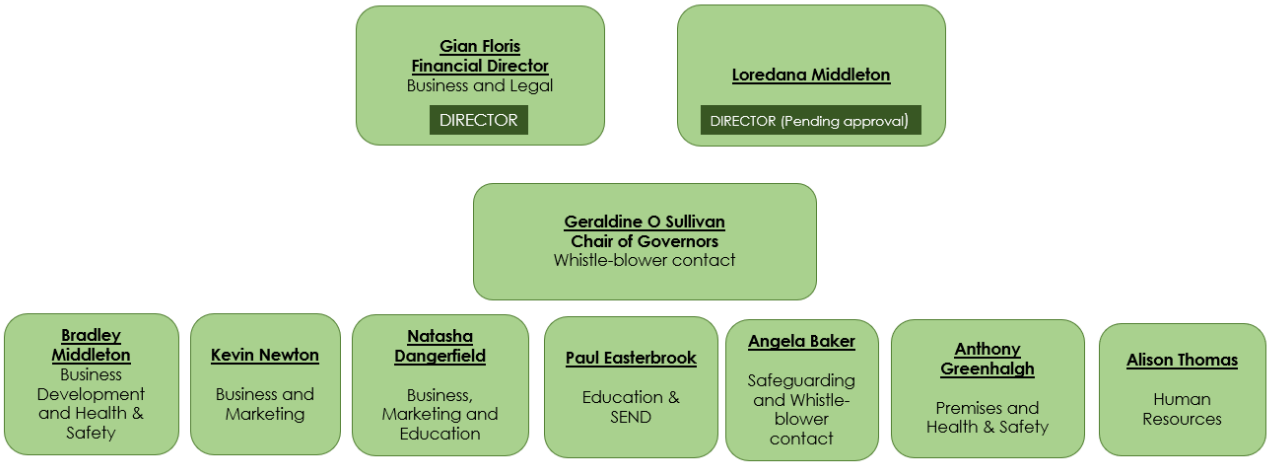
Signed: Date: October 2025

Organisation for Health and Safety

The overall responsibility for health and safety rests externally through Educating Safely. Antony Greenhalgh (Governor), Bradley Middleton (Governor) and Gian Floris (Proprietor) and Caroline Cook (Headteacher) coordinates Health and Safety issues within the school from day-to-day. It is also the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

The organisation structure below details the management within the school. All staff need to be particularly aware of their own teaching/therapy areas and report any concerns to their Line Manger and Caroline Cook in the first instance.





Health and Safety Responsibilities

Board of Governors

The key responsibility lies with Educating Safely as our Health and Safety consultants. Within school, the Board of Governors has responsibility for the management of health and safety (key Governor Anthony Greenhalgh, Compliance and Health and Safety) and in consultation with the Head Teacher and the Proprietors will:

- Make itself familiar with the requirements of the health and safety duties and responsibilities which are relevant to the work of the school.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Ensure that risks relating to school operations are identified and evaluated as part of a risk assessment programme, via EEC and with support from Educating Safely.
- Ensure that COSHH (Control of Substances Hazardous to Health) is adhered to, using support from Educating Safely.
- Ensure that health and safety is a permanent agenda item at every governor's committee meeting.
- Review the effectiveness of the safety policy and risk assessment programme
- Review the handling of accidents and incidents of ill health involving staff, students and visitors (through the accident books and EEC online accident reporting system)

Head Teacher

The Head Teacher has oversight of health and safety for the academic, pastoral and co-curricular aspects of the school and will work closely with staff to seek to ensure the successful day to day management of health and safety. They will ensure:

- There is a suitable expertise for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements, by using externally sourced expertise (Educating Safely).

- There is an effective and efficient approach to the management of health and safety within all parts of the school operations.
- That any employees given specific responsibilities have the necessary expertise, training and resources to effectively fulfil their responsibilities.
- That policies, procedures and risk assessments (via EEC) are developed and implemented to meet legal, and best practice obligations.
- That all staff members understand, support and implement the school health and safety policy.
- Ensure that health and safety is a weekly agenda item at staff briefings.
- That the necessary resources/budget are made available to provide competent safety management and for the continuous improvement of health and safety performance of the school.
- That the School, governors, and Proprietors are aware of the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- That safe working conditions are provided for the health, safety and welfare of staff, students and others using the school premises and facilities.
- That the School evaluate risk control measures, identified by the risk assessment programme (EEC) in order to select the most appropriate means of minimising risk to staff, students and others.
- That all teaching staff are consulted on health and safety matters
- That they immediately report, in writing, any significant Health and Safety incident to the Chair of governors.
- The effectiveness of this policy is reviewed annually, and any necessary changes are made.

The Proprietors

The Proprietors will ensure that in their areas of control:

- They actively lead the implementation of the Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- Written risk assessments of teaching practices and activities including equipment and substances are completed (using EEC).
- That any general advice on safety matters given by the DfE, Local Authority and Educating Safely in relation to the school is implemented, and then translated into written safe methods of working practice.
- Safe methods of work are implemented.
- Inform students, staff and visitors as to their own personal safety and make sure they are aware of the health and safety procedures in place.

- Risk assessments are reviewed regularly using the EEC system.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Head Teacher.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner, using The National College online training package.
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- Equipment is maintained.
- Statutory examinations are planned, completed and recorded.
- Personal protective equipment is provided and worn by staff and students as appropriate, and that staff and students are instructed in its use.
- Any safety issues that cannot be dealt with are referred to the Head Teacher or Educating Safely for advice/ action.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures. CLEAPSS and Educating Safely advice will be used for this, and COSHH will be adhered to.
- Agreed safety standards are maintained, particularly those relating to housekeeping/maintenance.
- All relevant safety documents including DfE Guides, etc. are maintained and made available to all employees.
- Health and safety rules are followed by staff and students.
- They perform regular health and safety inspections as required by the Head Teacher.

Maintenance and Contractors

The Maintenance staff (cleaning staff and any additional contracted maintenance staff) will ensure that in their areas of control:

- There is an effective approach to the management of health and safety within all departments, areas and activities under which they have control.
- They are aware of the requirements of the Health and Safety at Work, Act 1974 and other health and safety legislation and codes of practices relevant to the work of the school.
- All chemicals brought on site have a safety data sheet and accompanying completed COSHH assessment sheet.

- They will implement the school's health and safety policy and ensure that other members of staff and students comply with its requirements.
- Risk assessment programmes are developed, completed and implemented to select the most appropriate means of eliminating, controlling or minimising the risk to staff, students and others (using EEC).
- They evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, students and others (EEC service, with support from Educating Safely).
- Safe methods of working exist and are implemented.
- Staff, students and others under their jurisdiction are instructed in safe working practices.
- New employees all attend a school induction and may also be given an additional departmental induction as appropriate (e.g. Science, Maintenance).
- All work equipment in the department in which they work is in good, safe working order and is, where relevant, adequately guarded.
- They ensure that all accidents and incidents, within their department, are reported using the accident book for minor issues, or the accident reporting system with EEC for major incidents. These are investigated to identify the causes and prevent a reoccurrence.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Hazardous substances in the department in which they work are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout their department.
- They report, as appropriate, any health and safety concerns to the Head Teacher and/or the Proprietors as appropriate.

Support Staff

The Support Staff will ensure that in their areas of control:

- They implement our Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all.
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.

- Any safety issues that cannot be dealt with are referred to the Head Teacher/designated responsible persons for action.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported using the EEC Accident and near-miss reporting systems.
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures (as per CLEAPSS recommendations).
- COSHH regulations are adhered to, using the advice of Educating Safely.

Teachers

Teachers will ensure that in their areas of responsibility:

- They actively lead the implementation of the Health and Safety Policy.
- They supervise staff and students to ensure that their lessons and activities are carried out safely.
- Safe teaching practices are developed and implemented.
- Risk assessments for any activity (supervised by the teacher) where there is a risk of significant harm are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Head Teacher.
- They communicate and consult with staff on health and safety issues.
- They encourage staff and students to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded electronically to ensure staff are competent to carry out their work in a safe manner (using The National College online courses).
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- Equipment is maintained in a safe condition.
- Personal protective equipment where required is provided and that staff and students are instructed in its use.
- Any safety issues that cannot be dealt with are referred to the Head Teacher for action.

- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures (COSHH).
- Agreed safety standards are maintained, particularly those relating to housekeeping/maintenance.
- All relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees.
- COSHH regulations are adhered to, using the advice of Educating Safely.
- Health and safety rules are followed by all staff and students.

Students

All Students must:

- Co-operate with teachers and school staff on health and safety matters and obey instructions.
- Not interfere with anything provided to safeguard their own health and safety or the safety of others.
- Take reasonable care of their own health and safety; and report all health and safety concerns to a teacher.

All Staff

All Staff must:

- Take reasonable care of their own safety and the safety of others affected by their actions.
- Observe the safety rules.
- Comply with the Health and Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress appropriately and safely for their particular working environment.
- Conduct themselves in an orderly and appropriate manner in the work place.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good working condition and report defects and any safety hazard or malfunction of any item of plant or equipment.

- Report all accidents whether an injury is sustained or not.
- Attend health and safety training courses as appropriate (The National College online).
- Observe all laid down procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of students, school staff and others affected by their actions.
- Observe the safety rules of the school.
- Submit their health and safety policy, Permits to Work and relevant risk assessments to the school for approval.
- Comply with the School's risk assessments and required checks of them in accordance with the supervision of staff policy.
- Comply with and accept our health and safety policy, if they do not have one.
- Dress appropriately, sensibly and safely when on school premises and for the task being undertaken.
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Report all incidents to their supervisor and to the school whether an injury is sustained or not.
- Ensure that their employees only use equipment for which they have been trained.
- Attend as requested any health and safety training course.
- Observe all agreed procedures for processes, materials and substances used.

- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices.
- Provide adequate first aid arrangements unless otherwise agreed with the school

Visitors

- All visitors must sign in at reception.
- All visitors and contractors must wear a visitor's badge whilst on site.
- Staff should enquire if a person without a visitor's badge needs assistance and accompany them to reception or off the site.
- If a visitor is uncooperative about going to reception or leaving the site, or a member of staff feels threatened, immediate help from the Police should be sought.
- Any visitor who has an accident should report it through reception in the first instance.

Emergency Action

Fire

In the event of the fire alarm sounding at Etonhurst site, all visitors should be escorted to the assembly point by their host to be registered and accounted for. The front entrance is the main evacuation point in the building and will be used for any fire drill. In case of a fire, the rear entrance on the ground floor, and the first-floor entrance can be used for evacuation.

In the event of the fire alarm sounding at Ashcott House site, all visitors should be escorted to the assembly point by their host to be registered and accounted for. The front entrance is the main evacuation point in the building and will be used for any fire drill.

In case of a fire, the rear entrance on the ground floor and the exit through the kitchen, and the side door entrance/exit on the east and west side can be used for evacuation.

Any visitor requiring A PEEP (Personal Emergency Evacuation Plan) will have been assessed on arrival and can expect trained Fire Wardens to assist them as needed. Visitors should not leave the school site without notifying the Fire Safety Officer. (see Fire Safety Policy for more details).

For other emergency plans, please see separate policy 'Emergency Plan'.

External Guidance

https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

Health and Safety Committee

The Health and Safety within The Levels School is maintained by The Head teacher and the Proprietors, overseen by the Governor with responsibility for Health and Safety/Compliance.

They will:

- Consider and support the school's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness.
- Consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any school activity.
- Promote health and safety communication and training in the organisation at all levels.
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents. This will be performed using an online reporting service via EEC with support from Educating Safely.
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- Consider reports of internal and external monitoring of the school.
- Ensure trends in accident statistics are identified and to make recommendations for action.
- Keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes.
- Consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority.
- Consider relevant health, safety and welfare matters raised by members of the Committee.

Health and Safety Arrangements

Alcohol

Students must not bring the school into disrepute for any reason associated with alcohol. The school actively promotes awareness of the dangers of alcohol, through its PSHE program.

Asbestos

The Control of Asbestos at Work Regulations requires the school to manage any work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

The school's Asbestos Management Plan is managed by the Proprietors and the Governors. An asbestos survey has been completed for each building on the school site (Etonhurst 25.11.2024 and Ashcott House 11.01.2023).

External Guidance

HSE: Asbestos - health and safety in the workplace

http://www.hse.gov.uk/asbestos/detail.htm

Contractors

The Health and Safety at Work Act places a responsibility on the school to manage any contractors that come on site. Each contractor also has a responsibility to ensure the health and safety of their own employees. This means that the place of work, the equipment used, the systems of work employed, and the competence of the personnel are covered by legal requirements.

The school will use contractors recommended by Educating Safely wherever possible. All members of staff planning to appoint a contractor to carry out work on school premises must consult with the Estates Manager Nigel Phillips who will coordinate with Proprietor Gian Floris.

Contractors will have been selected from a list of approved contractors who have demonstrated that they are able to meet the requirements of the job. New contractors will normally be required to submit relevant health & safety documentation to assess their competence for the job. Prior to starting work, all contractors will undertake a site induction to ensure they are familiar with the schools' safety rules and procedures of the school.

External Guidance

Http://www.hse.gov.uk/pubns/priced/hsg159.pdf

Http://www.hse.gov.uk/pubns/indg368.pdf

Control of Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health Regulations aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions.

The school has a responsibility to do all that is reasonably practicable to ensure the health, safety and welfare of staff and students who may come into contact with hazardous substances. The Levels School will work with Educating Safely as advisors for compliance to the COSHH regulations.

To meet these responsibilities the school will ensure that:

- Material safety data sheets (MSDS) are provided for all hazardous substances held on site.

- The COSHH inventory of substances and MSDS will be held by each relevant department, and checked yearly by the COSHH coordinator to ensure the COSHH recommendations for safe use are still relevant.
- Substance specific COSHH risk assessments are completed by the COSHH coordinator and the control measures implemented.
- All containers are clearly and correctly labelled with the substances contained within the container.
- All personnel using hazardous substances will be provided with sufficient instruction and training to ensure their safe use.
- All personnel using hazardous substances will sign the relevant COSHH sheet to confirm they have read and understood the potential hazards, and ways to use that product in a safe manner.

Where it is appropriate for the protection of the health of employees who are liable to be exposed to a substance hazardous to health, the school will ensure that a suitable health surveillance program is used.

The following sign is displayed in areas where hazardous products are stored, such that prompt notice is given to the COSHH coordinator when a new product is purchased:



COSHH for the substances used by the Maintenance team and Housekeeping teams is the responsibility of the Proprietors. COSHH for substances used by the education team is the responsibility of Nikki Fouracre.

External Guidance

Control of Substances Hazardous to Health (COSHH) - COSHH

https://www.cleapss.org.uk/

Display Screen Equipment

All reasonable steps will be taken by the school to secure the health and safety of employees and students who work with display screen equipment.

To achieve this objective the school will:

- Identify those employees who are users as defined by the regulations, see below.
- Carry out an assessment of each user's workstation, using the assessment:

  https://www.hse.gov.uk/pubns/ck1.pdf
- Implement necessary measures to remedy any risks found as a result of the assessment.
- Provide adequate information and training to persons working with display screen equipment. Training will be via The National College online programme.
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action.
- Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

a) For continuous periods of more than one hour *and*

b) For more than 2½ hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including students, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.
- Inform the Head Teacher of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially).
- Report to the Head Teacher any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.
- Ensure risk assessments of DSE workstations been carried out using EEC and with the support of Educating Safely
- Supply users with information and/or training on the safe use of Display Screen Equipment using online course from The National College).
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensure remedial actions identified by DSE risk assessments been carried out.
- Review risk assessments annually or sooner if significant changes have occurred.

External Guidance

Display Screen Equipment (DSE)

Educational Visits

The school seeks to enhance the education of each student through encouraging participation in learning outside the classroom activities. All students should have the opportunity to take part in all relevant and appropriate trips and visits. Only the Head Teacher can exclude a student or student from participating in a specific event.

School policy encourages visits to as wide a variety as possible of destinations ranging from subject specific fieldwork through cross-curricular work, theatre visits, games and outdoor pursuits.

The school aims to achieve a balanced approach to organising all visits. The school visit policy, process and documentation have been developed to offer practical and proportionate approach to the risk management of all trips. The objective of this policy is to ensure that students undertake all activities and trips safely, not to prevent activities from taking place. Local trips which are carried out regularly can be covered by Risk Assessments – staff have a range of tools including EEC at their disposal to support them in writing Risk Assessments.

Before undertaking any school trip, the school is legally required to carry out a written risk assessment. Schools have a duty of care towards students and in an activity where there is

an element of risk, the organiser will need to show that they have considered, and as a result taken "all reasonable precautions". Educating Safely work with the support of the EEC package to complete trip Risk Assessments and additionally to give permission for trips to go ahead.

The Head Teacher and the Prep Head (EVC Co Ordinator) will review the arrangements and documentation for each educational visit and authorise the visit where appropriate. The designated responsible person for Educational Visits will receive appropriate training as needed.

Links to other policy:

School Educational Visits Policy

External Guidance

HSE - School trips - Tackling the health and safety myths

Electricity at Work

The Electricity at Work Regulations were introduced to ensure that precautions are taken against risk or personal injury from electricity in work activities. All electrical work undertaken will conform to these Regulations. The Regulations address a number of different aspects to the achievement of electrical safety.

Fixed wire testing

The School will ensure, through planned preventative maintenance, that:

- Mains supplies are inspected and checked 5 yearly for breaks, clean and tight connections and loading (tested September 2025)
- Plant and equipment is maintained according to the manufacturer's and installer's guidelines.
- Appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

Portable Appliance Testing (PAT)

The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system, typically via a 13-amp plug. Many items which fall within this classification, e.g. Appliances, kitchen equipment, computers, photocopiers, etc., and the items, their leads and plugs have been tested by a trained PATS tester using approved testing equipment.

Results of these tests are logged using a Testing Log Sheet and a self-adhesive label will be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item will be removed immediately for repair or replacement.

When a check is carried out, a 'Portable Electrical Equipment Inspection and Test Report Form' is completed, and a copy placed in the Fire Safety folder in reception.

Any portable electrical equipment, including personal equipment, brought onto the School's premises by a member of staff or a student must be PATS tested before use.

External Guidance

HSE - Electricity

Emergencies

The school has a detailed Emergency Contingency Plan that sets out how Health and Safety emergencies are dealt with. This includes procedures and contacts as well as an Incident Aide Memoire.

Links to other policy:

Disaster Recovery and Emergency Plan

Fire Risk Management

The school ensures that fire risk assessments are completed and maintained to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

A whole site fire risk assessment has been carried out by Educating Safely, with future fire risk assessments undertaken yearly. The outcome of the fire risk assessments will be forwarded to the Proprietors and Head Teacher and copied into the Fire Safety folder.

Fire safety training using EEC training and/or The National College online training course will form part of the School Induction Programme for all staff.

Fire drills will be completed at a minimum of one whole school fire drill once a term.

External Guidance

Department for Communities and Local Government - GOV.UK

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

First Aid Provision

The health and safety of students in the care of The Levels School is one of our prime concerns. There are, accordingly, clear procedures laid down by the school to organise the provision of First Aid and for the administration of medicines both on and off the school premises.

The school currently has three Emergency First Aiders at Work qualified members of staff, with valid certificates (Lorraine Middleton, Joseph Knight, Hayley Tuttle) and one First Aid at Work qualified members of staff, with valid certificates (Ali Hood). Posters displaying the names and locations of first aiders are on display around the school.

External Guidance

First aid at work - First aid at work

Gas Safety

All work on gas systems at The Levels School will be carried out by qualified Gas Safe registered companies or persons, or by persons working directly under their supervision.

The principal statutory legislation is The Gas Safety (Installation and Use) Regulations 1998. The school recognises the inherent danger of gas escapes and the need for the safe and effective operation of gas fired equipment and will take all reasonably practical steps to ensure the safe installation, operations and maintenance of all gas services included within the scope of this policy. A Gas Safe engineer will check the gas appliances annually. Records will be kept in the Fire Safety folder in reception.

External Guidance

Gas health and safety

Http://www.hse.gov.uk/pubns/priced/l80.pdf

Hazard reporting

- All employees and students are encouraged to report any hazards that could be a cause of serious or imminent danger, e.g. Damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors. Health and Safety is an agenda item weekly in staff briefings.
- Reports should be made to reception who will pass the information to the Head Teacher/ Proprietors who will act on the information appropriately.
- Reports can also raised in daily briefings and weekly meetings and a Maintenance form completed and left in the tray at reception for the Estates Manger/Grounds staff to check daily. There is a risk rating that staff can complete on this form. If an urgent Health and Safety issue then the grounds staff will be contacted immediately.

Legionella Management

The school implements a system, in all areas and buildings contained within the school site, to manage the potential for legionella contamination within the water systems in a manner that complies with both legislation and best practice.

The system considers the practical application of legal requirements in conjunction with the HSE Approved Code of Practice – "The control of legionella bacteria in water systems" (ACOP L8).

The School will:

- Appoint a competent specialist contractor to complete legionella specific building/water system risk assessments on an annual basis. We use Care Water, Taunton.
- Nominate a Responsible Person, for the management of legionella (Nigel Phillips, Estates Manager). We use Care Water, Taunton to carry out regular water testing.
- Undertake and maintain records for water system testing and maintenance.

- Monitor the arrangements for legionella management to ensure compliance.
- Ensure that all risk assessment and monitoring records are maintained and stored securely.

A water survey and report was completed on both Etonhurst and Ashcott House in August 2025.

External Guidance

HSE - Legionella and Legionnaires' disease

Lifting Equipment

The 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER) are relevant to all activities carried out at the school, involving the lifting and lowering of loads, whether those loads are goods, equipment or people.

Lifting equipment is any work equipment, including any lifting accessories, used in lifting operations, such as cranes, hoists, goods and passenger lifts, vehicle tail lifts and cranes fitted to vehicles, cleaning cradles and its suspension equipment, tele-handlers and fork lifts, chains, strops, harnesses, ropes, spreader beams, hooks or eyebolts.

External Guidance

https://www.hse.gov.uk/work-equipment-machinery/loler.htm

Http://www.hse.gov.uk/pubns/indg290.pdf

Lone Working

The Levels School seeks to ensure that all of its employees, both academic and support staff, are safe when they are working alone. Where and when lone working is necessary due to the nature of the role or physical location where the role is undertaken, the School will take reasonable steps to ensure the health and safety of employees working alone.

Lone working is defined as 'working with no other person within visual or normal audible range'. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone-working'.

External Guidance

Lone workers

Manual Handling

The school will seek to ensure, so far as is reasonably practicable, that all hazards arising from manual handling activities are eliminated where possible and where it is not the risk will be reduced to a minimum.

The Proprietors, Head Teacher and teachers are responsible for ensuring that a manual handling risk assessment is completed for all activities or tasks that have a significant risk to staff from manual handling.

The assessment is carried out following four main headings:

- Load.
- Task.
- Individual.
- Environment.

During the assessment, the following will be considered:

- Providing mechanical lifting aids of some kind.
- Changing the layout of the working area so as to allow people to work in a better way.
- Redesigning the load to make it easier to handle.
- Allocating more people to the job to reduce the overall burden on each person.
- Training the workforce in safer working practices (using online training with The National College).
- Can the working system be redesigned to eliminate the need handling the load altogether.

Appropriate staff will receive manual handling training as part of the school induction programme via The National College online course scheme.

External Guidance

MSD - faqs - Manual Handling

Medication Administration

Students should not bring any medication into School without informing the designated staff member (Lorraine Middleton) overseen by Head Teacher. Designated Staff (Lorraine Middleton) may dispense any Medical Officer Prescription medication on a named student basis to all students.

New or Expectant Mothers

The Management of Health and Safety at Work Regulations require employers to carry out a specific risk assessment where women of childbearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child".

Female staff should advise the Head Teacher in writing if they are either pregnant or a new mother. The school is only required to take action specifically to protect the pregnant worker when it has received such advice.

As soon as pregnancy is confirmed by the employee (MAT B1), the Head of Department, the Head Teacher and the Health and Safety Adviser should meet with the individual to establish that it is safe to continue the existing job role throughout the pregnancy.

In order to establish that the expectant mother will be able to complete the tasks that comprise the job role a risk assessment must be undertaken.

The Head Teacher should continue to meet with the expectant mother during the pregnancy to ensure that the tasks undertaken to not adversely affect the mother or unborn child as the pregnancy continues.

Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

External Guidance

HSE: New and expectant mothers - Home page

Noise at Work

The school will comply with the Noise at Work Regulations and will ensure that such procedures are in place that the risk to the employee from hearing damage is eliminated or reduced to the lowest possible level. Where it is not practicable to alter processes to reduce the noise levels below current legislative requirements, suitable hearing protection will be provided.

Where relevant and identified by Educating Safely, a suitable specialist contractor will be retained to undertake a noise survey in a specific building, department or location.

Part of the identified control measures for noise are the provision of hearing protection.

Provision and use of ear protectors depend upon the level of noise exposure, and should ear protection be issued to employees, then employees will wear those protectors whenever exposed to the noise.

All employees required to wear hearing protection will receive training in the correct use of their ear defenders or ear plugs.

External Guidance

HSE: Noise at work – health and safety in the workplace

Slips and Trips

Slips and trips are avoided at The Levels School by ensuring that mopping of floors is carried out after school hours. Signs will be used to show when a floor is slippery, and spillages will be cleaned up as soon as they occur. Trip hazards like floor mats and trailing wires will be eliminated. If a wire must cross a floor, it should be taped down or have a designated cover over it.

If any member of staff notices a potential slip or trip hazard, they should act upon it immediately to avoid an accident occurring.

Fences are erected around the school pond and adjacent to high drops. This protects students against tripping and falling into water, or from a height, with the potential for drowning or injury. The school pond is accessed by a locked gate for specific activities with a member of staff only.

The school will have an annual Health and Safety assessment completed by an Educating Safely advisor, who will ensure that the site remains safe for our students.

On-site vehicle movements

Parents and staff will use the car park to the rear of the property to keep the main school site free of vehicles where at all possible. If particular access is needed at the front (by a visitor for instance), a security system by the front gate allows a visitor to announce their arrival, giving staff chance to ensure the safety of the students easily. The visitor can only enter the gates once buzzed in.

Students will use the back of the school for break times and lunch times – the front of the school will be out of bounds. Staff on duty at break/lunch times will ensure that students keep to this ruling for their own safety.

Notices

The school will ensure that there is displayed information in the form of notices, documents and other articles as follows:

(a) Employer's Liability (Compulsory Insurance) Act

This act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees during the course of their employment. The school is required to display an up-to-date Certificate of Insurance at each place of business for the information of employees.

A copy of the Schools Employers Liability Certificate is displayed in a prominent place at the reception area.

(b) The Health and Safety Information for Employers Regulations

This requires employers to bring to the attention of their employee's information relating to general requirements, duties, etc. Under, health and safety law. The school will display a poster in each building.

External Guidance

Health and safety law poster, free leaflet and pocket card

Permit to Work

Permits to work are a formal management system used to control high risk activities. These enable an assessment of risks to be made and to specify control measures which will be put in place to minimize the risk.

Permits to work will usually be necessary for such activities as maintenance or construction work by external contractors unless a risk assessment indicates otherwise. Examples of the types of work for which permits will be required include:

- Working at height, including on roofs.
- Working in confined spaces, for example, ducts.
- Hot work. That is welding, soldering or cutting using hot flame techniques outside of designated workshop area.
- Isolation of or modification to fire safety systems, alarms, etc.
- Live working on electricity supply systems.
- Work involving interaction with asbestos.
- Work in areas where there is a risk of exposure to hazardous chemicals or microorganisms.
- Excavation and the digging of trenches.

The Proprietors are responsible for implementing the permit to work system for all relevant activities and tasks.

External Guidance

Human factors/ergonomics – Permit to work systems

Personal Protective Equipment (PPE)

In meeting the Personal Protective Equipment Regulations (PPE) Regulations the School will carry out a suitable and sufficient risk assessment of all activities within the workplace, where it has been identified that PPE will be used as a control measure.

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

External Guidance

Personal Protective Equipment (PPE)

Http://www.hse.gov.uk/pubns/indg174.pdf

Prevention of Violence at Work

The school recognises that there is always the potential for the personal safety of the School employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence is extremely low, The Levels School is committed to minimising that risk, so far as is

reasonably practicable, in accordance with its legislative obligations and its common law 'duty of care'.

Violence to employees can include:

- Verbal abuse.
- Swearing.
- Spitting.
- Posturing.
- Making threats (race, religion, gender, physical make-up, etc).
- Use of a weapon (anything from a pen to a knife or gun).
- Actual physical attack.

The school's aims are:

- To enable The Levels School to create and maintain a safer working environment for all employees, which is so far as is reasonably practicable, free from the threat of violence.
- To provide support to employees involved in violent incidents.
- To ensure that all incidents of violence/aggression are recorded and reported, using the school MIS system, the 'near miss' or accident form system, My Concern or the Police, as appropriate.

The school is committed to the continued development and implementation of a range of measures and procedures, to protect and support the individual whilst engaged in the school business, including:

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence.
- Provision of adequate and relevant information and training to employees.
- Reporting and recording systems for incidents, near misses and suspicious activity.
- The provision of all necessary medical and professional support to employees who are victims of violence whilst at work.

In the interest of employee safety and for monitoring purposes employees are required to report all incidents of violence or threatened violence. The reporting process is as follows:

1. Immediately report the incident to the Head Teacher/ DSL / SENDCo
2. With the headteacher, complete a 'near miss' incident form and in the case of actual physical injury, an accident form should also be completed (via EEC).
3. If emergency treatment is not necessary, visit your doctor to record what happened and to check that you are not suffering from any non-emergency ill effects.

4. Take advice from the Head Teacher / DSL / SENDCo over what steps should be taken next in your specific circumstances. You may also want to talk to your union about what happened. It could be that the incident should be reported to the police.
5. The incident should be assessed in terms of future risk by the Head Teacher/ DSL / SENDCo
6. What steps can be taken by all concerned to ensure that this does not happen again.
7. The Proprietors and the Head Teacher are responsible for undertaking a risk assessment of any situations which have the potential for exposing staff to violence.

External Guidance

Work-related violence - HSE

Reporting of accidents, incidents & near misses

All accidents where an injury has occurred and near miss incidents must be reported and recorded (a near miss is an unplanned, unwanted event, which could, in different circumstances have caused injury to those individuals involved).

Accidents should be recorded in the accident book. If medical attention has been required, accidents should be recorded using the online Accident reporting system from EEC.

All Incidents should be recorded on a Near Miss Reporting Form using the online Near-Miss reporting system from EEC.

All accidents and Incidents will be investigated by the Head Teacher/ Proprietors to identify root causes and ensure that any remedial action is taken. If previous Health and Safety advice had been ignored or forgotten, it is the responsibility of the Proprietors and Head Teacher to arrange specific re-training. They will also assess whether this re-training should be rolled out to the whole staff. However the accident or incident was caused, the Proprietors and Head Teacher will assess whether the school, or the individual, could avoid that happening again. Full communication with the governors will help to assess any policy changes/risk assessment changes required as a result of an accident or incident.

Where necessary, the Head Teacher / Proprietors is responsible for making a report to HSE to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This will be prompted by Educating Safely following their monitoring of the EEC accident and near-miss reporting system.

External Guidance

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR – HSE

Http://www.hse.gov.uk/pubns/edis1.pdf

Risk Assessment

The school will, so far as is reasonably practical, complete risk assessments to ensure that all significant hazards to be found in the workplace and work operations are either eliminated or control measures are implemented to reduce the level of potential harm to a minimum. The risk assessment process will comprise:

- Staff have a range of tools including EEC at their disposal to support in the writing of Risk Assessments :

  https://www.eeclive.co.uk/public/EECLive_Module_Menu_Home.asp?SID=99

- The Proprietors will inspect and implement proposed courses of action reducing risk to as low a level as possible. The Proprietors must progress any action plan points raised with the relevant individual.
- Record all findings in a risk assessment register (online through EEC) and review all risk assessments as recommended by Educating Safely or if something significant changes in the work process/area.

External Guidance

Risk management: Health and safety in the workplace

https://www.eeclive.co.uk/public/EECLive_Module_Menu_Home.asp?SID=99

Safety Inspection, Monitoring and Audit

Health & Safety performance is monitored on an on-going basis by reviewing accident, ill health and 'near miss' incidents. Health & Safety is included on the agenda of all

Governor meetings, and weekly in staff briefings. It also occurs on the agenda in weekly Senior Leadership meetings.

Fire Risk Assessments are carried out on all school buildings via Educating Safely, or a similar recommended company.

The Health & Safety team is reviewed at least annually to ensure its ongoing relevance and effectiveness. The Levels School commissions an external assessment through Educating Safely where they quality assure all assessment of systems and protocols. This takes place annually with a score out of 100 provided and advisories made and reviewed if appropriate.

Security

The main access for students is through a gate at the rear of the school. This will be open, and supervised, at the start and end of the school day. At all other times the gate will be locked. The front gate has a digital camera system in place, and locked gates. Visitors announce their arrival and can be 'buzzed in' by a staff member using the screen at the front reception desk.

Entrance to the Ashcott House site is through black gates off from the main road. These are locked with a combination padlock. The access from the rear of the property is secured by anti-climb fencing and padlocked gates.

Students re supervised by staff on duty during break/lunchtimes. Risk assessments are carried out to ensure safe supervision in all areas. Other movement around the school during lesson changeover will be limited to students going to PE (outside, at the back of the school), or around the school house itself. As this is a self-contained building, students are constantly monitored by staff as they leave/arrive to lessons in a safe environment. Students are also registered on arrival at lessons to quickly account for anyone missing.

Access to the laboratory and preparation room will be controlled to prevent unauthorised access. The science rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty of personnel and that the door is locked. No class is allowed to be in a laboratory without adequate supervision. Chemicals will be locked away in appropriate cabinets, and/or locked in the preparation room when not in use.

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Science and Food Technology will be managed using CLEAPSS guidelines.

Smoke-free Policy (to include vaping)

The Levels School is a smoke free and vape free site.

Students will receive information that is consistent with this policy.

Links to other policy:

School Smoking, Alcohol and Misuse of Drugs Policy

External Guidance

Advice on smoking at work

https://www.cleapss.org.uk/

Training

The school will arrange safety training for employees and will identify any special training requirements for those employees whose duties include some specific safety or environmental requirement. Basic Health and Safety will be undertaken by all employees using The National College. Training certificates will be kept by Human Resources electronically.

All new employees will undergo a school induction training. Members of the Senior Leadership team, including the Head Teacher are is responsible for completing the school induction. It is the responsibility of the Line Manager (if different from the Headteacher) to see that each new or relocated employee understands all the safety requirements of his/her job and work area specifically.

New employees will complete a 'Health and Safety Induction Checklist' which contains the necessary information regarding fire wardens, first aiders, etc.

External Guidance

Http://www.hse.gov.uk/pubns/indg345.pdf

Visitors

School employees are responsible for the health and safety at all times of visitors and customers they invite onto the school's premises.

When confirming dates and times of visits with visitors/customers ensure that:

- The visitor is asked if they have any special requirements or disabilities that require specific arrangements.
- You explain the location and layout of the building, and the facilities available on site.
- Reception is informed of the date and time of the visit, name of the visitor, and any specific arrangements.

On the day of the visit ensure that:

- Either you or a nominated deputy is informed by reception on the arrival of your visitor.
- You attend reception without delay, sign your visitor in and escort them to the relevant meeting room pointing out the amenities and health and safety procedures. There is a waiting room opposite reception that is used if visitors into school need to wait.
- Your visitor is accompanied at all times during their visit.
- The event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for.
- If in the event that your visitor has an accident you contact a first aider and ensure that appropriate accident reporting is completed.

Mental Health and Wellbeing Policy

The school is committed to protecting the health, safety and welfare of our employees and recognises that workplace wellbeing is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. People can suffer from stress if there are demands placed upon them which they find difficult to cope with.

School employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress related symptoms. The Levels School will do all they can to match demands to the skills and knowledge of the employee to avoid feelings of stress.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Whilst it may not be possible to eradicate all work-based stress, The Levels School endeavours to create an organisational culture in which issues of employee stress are taken very seriously and the well-being of employees is given the highest priority.

The prevention and effective management of stress that is work related is central to the school's responsibility to its employees and to the role of all leaders.

Some employees may be reluctant to admit that they are experiencing adverse effects as a result of stress. The school acknowledges that any employee, at whatever level, can experience well-being issues at work. The Levels School considers that seeking help and support should be seen as a positive approach, to be encouraged and dealt with without jeopardy, and not to be viewed in any sense as an admission of weakness.

The Levels School recommends that employees seeking help should normally approach a pre-arranged 'buddy' with a view to resolving any issues at an early stage. If this is not possible the employee has access to a Counselling Service which can be accessed anomalously.

The senior leadership team, and middle leaders, including the Mental Health and Wellbeing Lead have access to half termly supervision sessions delivered by an appropriately trained professional.

Occupational Health services will be employed as needed at The Levels School – this may involve nurses, doctors, physiotherapists, psychologists, or ergonomic experts. In-house occupational therapists may be able to advise on some matters.

External guidance

https://www.hse.gov.uk/stress/what-to-do.htm

https://www.hse.gov.uk/stress/signs.htm

https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/

Work Equipment

The School is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

The definition of work equipment is broad and ranges from simple tools to complete installations, e.g. Hammers, knives, ladders, drills, photocopiers, floor polishers, shrink-wrap machines, man-riders, lifting equipment (including lifts), fork lift trucks and vehicles. The definition applies to all new, second hand and existing work equipment.

Where employees provide their own work equipment then it is the duty of the school to ensure it complies with the Regulations, otherwise it will not be authorised for use.

Before equipment is purchased, hired or contracted for use (whether new or second hand) it must be ascertained that it complies with the requirements of UK legislation.

Consideration must be given to how the equipment will be installed, used, and maintained, as well as any specific training requirements for operators. The manufacturer

will be responsible for providing information on how to install, use and maintain the equipment.

Existing work equipment must be assessed to ensure compliance with the PUWER. Other hazards such as manual handling, hazardous substances, electric shock, noise etc., will also be considered.

The responsibility for ensuring risk assessments are completed rests with the Proprietors / Head teacher / Estates Manger.

Any non-compliance identified by the risk assessment must be rectified within a reasonable time-scale depending on the severity.

Records of risk assessment must be kept by the person responsible for the equipment.

Any control measures identified will be incorporated and monitored by the Line Manager.

External Guidance

Work equipment and machinery - Work equipment and machinery

Working at Height

It is our intention that any work to be conducted at height will be carried out by a contractor.

All work completed at height on behalf of the school will be undertaken in compliance with the Working at Height Regulations. The first consideration will always be to seek an alternative means of completing the work where at all possible. A permit to work might be applicable.

The school will:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment is selected to suit the task.
- Provide suitable personal protective equipment.
- Ensure all personnel are competent to undertake work at height.
- Request Permits to Work at Height when necessary.

A risk assessment must be completed by the Proprietors to prevent, so far as is reasonably practicable, anyone falling a distance which is liable to cause personal injury.

Consideration must be given to the following:

- How long the work will last.
- What risks there will be during erection of the platform.
- How difficult the platform will be to maintain.?

- How many people will need to use the equipment?
- How easy it will be to maintain security?
- Whether part of the structure can be provided early in the work so that there is a permanent working platform.
- Emergency evacuation.
- Falling materials.
- Barriers and warning signs.

Every effort should be made to carry out tasks from ground level. Where this is clearly impracticable precautions shall be included in a safety system of work involving working at height.

Precautions

- Do not use ladders when working alone.
- See that the ladder cannot slip.
- Ensure ladders are tied near the top.
- Keep rungs and footwear clean.
- Use both hands when climbing or descending.
- Secure ladders at base to prevent slipping outwards and sideways.
- Set ladders at the correct angle, 300 mm out to every 1200 mm up.
- Always check ladders before and after use. Report any defects immediately.
- Never use a makeshift ladder.
- Do not use ladders with cracked or broken rungs or other defects.
- Do not overreach from a ladder - always move it.
- Do not stand a ladder on a drum, box or other unsteady base.
- Never overload a ladder or support it on its bottom rung on a plank.
- Do not use ladders that are too short.

Training

Provide any employee completing the task with training in safe working at height to include any specific conditions which may apply to that task.

- Train the employee in the use of all safety equipment and personal protective equipment as necessary.
- Communicate the safe method of working on any specific task to the employee.

External Guidance

Work at height - Occupational health and safety

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