British International School of Ljubljana

A MEMBER OF ARISTON EDUCATION

Health and Safety Policy 2026

Approved by:	Mel Hitchcocks	**Last reviewed on:**	August 2026
Date:	August 2026	**Next review due by:**	August 2027

Purpose

BISL 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 the expectations of the British Schools Overseas (BSO) standards.

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.

Please note: This policy contains 18 appendices which should be read as part of the policy.

Legislation and Guidance

- Slovenia Legislation – Zakon O Varnosti in Zdravju pri delu (Occupational Safety and Health Act).
- 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 – adapt if required to local core law

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Health and Safety (First-Aid) Regulations 1981.
- Slovenia Legislation - Zakon O Varnosti in Zdravju pri delu (Occupational Safety and Health Act).

Specific Regulations Relevant to Schools

- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Manual Handling Operations Regulations 1992.
- Personal Protective Equipment at Work Regulations 1992 (as amended).
- Regulatory Reform (Fire Safety) Order 2005.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Control of Asbestos Regulations 2012.
- Electricity at Work Regulations 1989.
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable.
- Work at Height Regulations 2005.
- Construction (Design and Management) Regulations 2015 (CDM).

- Gas Safety (Installation and Use) Regulations 1998 and relevant water hygiene / legionella duties.
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law), as and when applicable to qualifying premises and events. Substantive duties are not yet commenced.

School Specific Frameworks

- School Premises (England) Regulations 2012
- Equality Act 2010 and SEND / accessibility duties insofar as they interact with health and safety decision-making.
- Children and Families Act 2014, especially section 100 (supporting pupils with medical conditions), and any enacted and commenced amendments and related statutory guidance applicable to the school
- Department for Education: Health and safety: Health and safety advice for schools;
- HSE guidance for schools and education
- UKHSA: *Health protection in education settings* (updated May 2026)
- Working Together to Safeguard Children 2026 and Keeping Children Safe in Education currently in force, together with any final 2026 revisions once implemented.
- BSO Standards
- Schools with Early Years Foundation Stage (EYFS) provision add:
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.
- This policy should be read alongside Working Together to Safeguard Children 2026 and Keeping Children Safe in Education 2025 (as currently in force), with any final KCSIE 2026 revisions to be reviewed and adopted once implemented.

Other Points to Note

1. All students should walk around the school corridors in a responsible manner. Running in corridors is not permitted.
2. No student is allowed on the roof areas or outside the school grounds without adult supervision.
3. Staff are always required to wear their identification badge.
4. Other than staff, all other personnel, on arrival at all campuses must obtain a Visitor's Pass and report to the office to declare themselves before engaging in any official business within the school.
5. All staff should use sign-in/sign out electronic system in the reception area when they arrive and depart from school – regardless of the building they work in.
6. The school entrance must be kept closed and guarded during the school day so that all visitors must ask for admittance.

7. Students should not be loitering in the toilet areas and staff are expected to challenge loitering.
8. Staff on duty at all times of the day must be walking around the patrol area keeping maximum vigilance.
9. Alcohol, smoking and non-prescribed drugs are banned from the school premises.
10. In P.E. and swimming lessons additional rules apply as per the teacher's instructions to the students.
11. On school trips there is a minimum ratio of 1 adult to every 15 children in Secondary or part number of 15. There must be more adults for younger children, where a ratio of 1 adult to every 10 children should be considered.

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, The Director of Teaching and Learning, John Lowe will assume the above day-to-day health and safety responsibilities.

Health and Safety Lead (Competent Person)

The nominated health and safety lead is Andrej Kravanja, Health and Safety Officer.

- 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.
- Coordinate Individual Education 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

Andrej Kravanja, Health and Safety Officer is 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.

Andrej Kravanja and Mel Hitchcocks, Principal 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 RIDDOR (Full separate policy available)
- 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 and Incident reporting
- Risk assessment policy / procedure
- Educational visits policy
- Supporting pupils with medical conditions policy
- fire safety procedures
- Positive Behaviour policy
- Data protection
- Staff wellbeing
- Staff Code of Conduct
- Parent Code of Conduct

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.

Policy adopted: August 2026

This policy will be reviewed annually.

Appendices

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 as well as reviewing all whole school and offsite risk assessments.
- Health & Safety Lead maintains the central risk register and audit schedule.
- 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: eliminate, substitute, engineer, administrate, PPE.
- 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 trigger

Risk assessments are either reviewed annually or on a case by case basis. They are also reviewed 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.
- No medication is administered by staff on site or during off site activities.

Required records / evidence

- First-aider list
- Medical incident records
- Medicine administration records
- Trip medical packs checklist

Review trigger

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

Appendix 4 – Accident, Incident and RIDDOR

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 RIDDOR 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.

RIDDOR screening

- 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 and report to Inšpektorat Republike Slovenije za delo.
- Submit report within required timescales and retain evidence of submission.

Required records / evidence

- Accident/incident forms
- Investigation reports
- RIDDOR 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

- School Nurse and Director of Student Welfare monitors public health updates and outbreaks. Follows the UKHSA/Slovenian 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 is kept by School Nurse
- 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

- Assign risk rating to defects as Red/Amber/Green.
- 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

- Weekly inspection logs
- Defect register
- Photographic evidence
- Closure confirmations
- Termly audit report completed by RHoS.

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

- Records of site inspections.

Review trigger

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

Appendix 10 – Contractor Management

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
- 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.

During works

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

Required records / evidence

- Use regular contractors only and/or those recommended by the Landlord.

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.

COSHH definition

COSHH stands for "Control of Substances Hazardous to Health," a UK regulation designed to protect workers from health risks associated with hazardous substances.

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 all off site activities.

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 (ISAMS)

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
- ISAMs and if required CPOMS logs

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.