



HEALTH AND SAFETY POLICY 2021-2022



Reviewed by: K. Carter (CEO/EHT)

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PART ONE

GENERAL STATEMENT OF INTENT

The Chief Executive Officer/Executive Headteacher and TEACH Trustees believe that ensuring the health, safety and welfare of its employees and non-employees e.g. pupils, visitors, students, volunteers etc. is essential to the success of our schools.

The Board of Trustees and the CEO/Executive Headteacher will, as far as is reasonably practicable:

- Provide a safe and healthy working and learning environment;
- Prevent accidents and work related ill-health;
- Assess and control risks from curriculum and non-curriculum work activities;
- Comply with statutory requirements as a minimum;
- Audit health and safety arrangements regularly;
- Complete workplace inspections termly;
- Provide safe equipment and safe working conditions;
- Provide effective health and safety information, instruction and training;
- Monitor and review health and safety policies, procedures and risk assessments regularly, to make sure they are effective;
- Develop and maintain a positive health and safety culture through communication and consultation with employees on health and safety matters;
- Ensure adequate welfare facilities and the promotion of wellbeing;
- Ensure adequate resources are made available for health and safety issues;
- Provide strategic and operational leadership in health and safety;
- Set targets and objectives to develop a culture of continuous improvement;
- Monitoring and reviewing this Policy annually.

Name and position	Signature	Date
Kate Carter CEO/Executive Headteacher		
Emma Hall Chair of TEACH Trust Board		

PART TWO

ORGANISATION

Introduction

This section outlines the organisation of health and safety within TEACH and the responsibilities assigned to everyone, including Trustees, the CEO/Executive Headteacher, Heads of School and Site Managers, teaching and non-teaching staff, students, placements, volunteers, contractors and pupils, as detailed below.

An organisational chart shows the Trust's health and safety management structure in Appendix 1.

Handsam will provide health and safety advice and guidance in the first instance, supported by the H&S Administrator

2.1 TEACH Trust Board

Members of the Board of Trustees are committed to providing a safe and health working and learning environment and aim to achieve this by ensuring:

- An annual review of the Health and Safety policy, to ensure legal compliance.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of their responsibilities
- Staff and contractors have sufficient health and safety experience, knowledge and training to perform the tasks required of them.
- Clear policies and procedures are created and implemented.
- Risk Assessments are completed, implemented and reviewed.
- Sufficient funds are set aside with which to operate safe systems of work and comply with health and safety legislation.
- The performance of health and safety is measured at all four schools, actively and reactively.
- Internal or external competent auditors review the Trust's health and safety performance annually.
- The CEO/Executive Headteacher provides a Health and Safety Report on health and safety for all four schools each term to the Pupil Safeguarding and Compliance Committee.

2.2. Chief Executive Officer/Executive Headteacher

The Chief Executive Officer/Executive Headteacher holds the statutory responsibility for health and safety for all four schools and has the following responsibilities:

- To be fully committed to all three parts of the TEACH Trust Board's Health & Safety Policy and ensure the implementation of the policy across all schools.
- To provide effective leadership in health and safety and ensure compliance with health and safety legislation.
- Approve all TEACH-wide generic risk assessments
- Ensure the Health and Safety policy is communicated to all staff and other relevant persons and monitor its implementation.
- Ensure appropriate and timely information regarding significant risk activities is given to non-employees e.g. pupils, students, volunteers, visitors and contractors.
- Ensure appropriate health and safety consultation arrangements are in place for staff.

- Ensure appropriate systems are in place for the promotion of wellbeing and the prevention of work-related stress.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues, relevant to their role. All such training must be appropriately recorded.
- Ensure suitable and sufficient risk assessments are completed for all significant risks in schools e.g. facilities and premises, work tasks, curriculum, classrooms, events and off-site educational visits.
- Ensure systems are in place for all emergencies, including Lockdown and pandemics.
- Ensure risk assessments identify robust control measures that staff implement, using the hierarchy of control measures. TEACH aims to remove, reduce, control and adequately manage risks, as far as is reasonably practicable.
- Liaise with the Health and Safety Administrator, Heads of School and the Operations team regarding health and safety management.
- Ensure TEACH learns from anything that may go wrong and where necessary, arrange for an immediate Accident Investigation to be completed and if necessary report to the HSE for compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013).
- Ensure systems are in place to monitor health and safety performance.
- Report to the Safeguarding Pupils & Compliance Committee termly on the health and safety performance of each school, including accident, incident and near miss statistics.

2.3 Heads of School with support from Site Managers and H&S Administrator

The Heads of School supported by Site Managers have the following responsibilities:

- Read and implement the Health and Safety Policy and any other policies relevant to their role and responsibilities.
- To co-ordinate and manage the risk assessments for their school, to ensure risk assessments are robust, in date and communicated and electronically available to relevant staff.
- Ensure new and existing staff are directed to any new or revised health and safety policies, procedures and risk assessments, and ensure they are read and understood.
- Ensure staff are instructed in health, safety and welfare matters and receive relevant and timely information and training, enabling them to safely undertake their tasks.
- Ensure staff with responsibilities for recording health and safety task data onto the *Handsam Health and Safety Management* portal do so, within their due date.
- Make provision for and ensure all necessary inspections are completed and testing records maintained regarding facilities management, most of which are legally required and include daily, weekly, monthly, termly, 6-monthly and annual checks, inspections, servicing and maintenance carried out by the Site team, the H&S Administrator or external contractors.
- Ensure all drills and practices for fire evacuation and Lockdown are completed when due.
- Ensure the curriculum is provided without significant risks and appropriate classroom and learning activity risk assessments are completed.
- Approve all risk assessments for all off-site educational visits and learning outside the classroom completed by the Education Visits Coordinator (EVC).
- Monitor the annual planned preventative maintenance (PPM) works and the reactive work requested by staff using the internal *Parago* fault-reporting system.
- Provide feedback on every accident, incident and near miss report, including those related to pupil behaviour. Immediately contact the Site Manager in the event of a serious accident to ensure an accident investigation commences with the HOS, as soon as possible.

- To ensure staff, pupils and non-employees such as visitors, contractors, students and volunteers are instructed in health, safety and welfare matters relevant to the school, their workplace and their role and responsibilities.
- Ensure pupils act responsibly and behave in such a way that they do not endanger themselves or others in the classroom, during educational visits or whilst in the playground and on the sports fields and apply sanctions if they behave in an unsafe manner or interfere with equipment provided for their safety.
- Carry out any other health and safety functions devolved to them by the CEO/Executive Headteacher or Trust Board.
- Report any health, safety and wellbeing concerns to the CEO/Executive Headteacher.

2.4 Health and Safety Administrator

The H&S Administrator has the following responsibilities:

- ~~➤ Act as the 'competent person' for health and safety at TEACH, providing professional and technical advice and guidance and writing, reviewing policies and procedures.~~
- Staff have access to Handsam for professional advice and guidance on health and safety.
- Read and implement the Health and Safety Policy and any other policies relevant to the role and responsibilities.
- Work closely with the CEO/Executive Headteacher, assisting in the aim of health and safety compliance and working together for continuous improvements in the health and safety culture. This also involves working closely with Heads of School and members of their teams, particularly Site Managers.
- Co-ordinate the generic risk assessments with Site Managers for single tasks repeated at different geographical locations by the Site team, to develop consistency. ~~Design and deliver bespoke health and safety training at the request of the CEO/Executive Headteacher.~~
- Complete various H&S (Handsam) tasks both centrally and at each school, working closely with Site Managers, ~~doing termly workplace inspections, annual Fire Risk Assessments, Biennial Health and Safety Audit, etc.~~
- Receive all accident, incident and near miss report forms via automated email from Handsam and scanned/mailed (Form A) and behaviour-related incidents (Form B) from Medical Admin Officers (MAOs). In liaison with others, decide upon appropriate action, if any, ~~and upload data to the Handsam H&S Management system to avoid a reoccurrence.~~ Upload Form B to internal spreadsheet (for termly reporting to Compliance Committee of accident stats and behaviour incidents resulting in first aid being given.
- Where necessary, complete Accident Investigations with HOS and Site Managers, liaise with Insurers or other external agencies, and where necessary with approval of CEO/Executive Headteacher, make reports to Health & Safety Executive under RIDDOR 2013.
- Monitor health and safety performance using the Handsam system and make recommendations for change to CEO/EHT.
 - Note: Fire Risk Assessments are completed by an approved registered Fire Engineer from Sept 2021.

2.5 All Teaching and non-Teaching staff holding positions of special responsibility

- Read and implement the Health and Safety Policy and any other policies relevant to their role and responsibilities.
- Apply the Trust's Health and Safety Policy and other relevant policies to their own department or area of work and be directly responsible to the Head of School for the application of health and safety policies, procedures, risk assessments and arrangements.
- To seek professional or technical health and safety advice and guidance as necessary, from

~~the Health and Safety Coordinator or~~ Handsam.

- Ensure you and your staff complete any health and safety tasks assigned to them on Handsam and [also ensure that](#) they are completed when due.
- Carry out regular health and safety risk assessments of the teaching and learning activities for which they are responsible. Such risk assessments must be reviewed at least annually and always following an accident, incident or near miss [and are filed on Common Shared Resources by H&S Administrator](#).
- Ensure that all staff, students and volunteers under their control are familiar with the Health and Safety Policy and receive a high-quality induction and health and safety instruction, information and training, relevant to their role and responsibilities.
- Resolve any health, safety or wellbeing problems members of staff might refer to them, or refer them to the Head of School if they cannot find a satisfactory solution without the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that the equipment, furniture and activities are safe and record any concerns using Parago.
- Ensure all accidents, incidents and near misses are reported using the new TEACH Form A. All behaviour-related incidents [requiring first aid](#) must be reported using Form B and handed to the Medical Admin Officer immediately, who will inform the Head of School (or Deputy) and H&S Coordinator.
- Ensure, as far as is reasonably practicable, the health, safety and wellbeing of those under your supervision including pupils and non-employees.

2.6 All Class Teachers, Higher-Level Teaching Assistants and Teaching Assistants

Those responsible for pupils must:

- Read and implement the Health and Safety Policy and any other policies relevant to their role and responsibilities.
- Ensure pupils learn about health and safety and are encouraged to take reasonable care for their own health and safety and that of others around them and
- Implement the Class Charter and ensure pupils are safe.
- Exercise effective supervision of their pupils, to know about the procedures for fire, first aid, Lockdown and other emergencies and to carry them out with due diligence.
- Following the health and safety risk assessments or other safe systems in their own teaching areas, as laid down in this policy or relevant educational guidance and relevant codes of practice e.g. Association for Physical Education.
- Provide clear oral and written instructions to pupils before commencing teaching. If necessary, provide warnings and refer the pupil(s) to the Head of School for sanctions, if necessary.
- Integrate all relevant aspects of health and safety into the teaching and where necessary, given special lessons in line with National Curriculum requirements for safety education.
- When indicated in a risk assessment as a control measure, ensure staff and pupils use their Personal Protective Equipment, because PPE is the 'last resort' and the least effective control measure.
- Make recommendations to their Head of School, Senior Leadership team, Year Group Leader or H&S Coordinator about health and safety equipment and any ideas you may have to improve health and safety.
- Report all defects in the facilities or tools, equipment etc. using the Parago system.
- Avoid introducing personal electrical items to school without them being Portable Appliance Tested (PAT) by the Site Manager.
- Ensure all accidents, incidents and near misses are reported using the new TEACH Form A.

All behaviour-related incidents [requiring first aid](#) must be reported using Form B and handed to the Medical Admin Officer immediately [who will process the document and share with Head of School](#) [who will inform the Head of School \(or Deputy\) and the H&S Coordinator](#).

2.7 All Staff, Contractors, students or other placements and volunteers

- Read and implement the Health and Safety Policy and any other policies relevant to their role and responsibilities
- Take reasonable of their own health and safety, and that of others who may be affected by their acts or omissions.
- Comply with the Trust's Health and Safety policy, operational health and safety policies, emergency procedures, risk assessments, safe working procedures [and Covid procedures](#) at all times.
- Always log in and out of the building(s) using the Inventory system. Ensure all staff, visitors, students, volunteers and contractors log in/out and wear ID badges on outer clothing.
- Co-operate with the school leadership teams by complying with health and safety law and TEACH policies and procedures.
- Report all accidents, incidents and near-misses to your immediate supervisor or at the main office.
- Report any hazards, defects etc. using the Parago system.
- Use all work equipment and hazardous substances in accordance with the risk assessment and instruction, information and training received.

2.7 All Pupils

TEACH pupils, allowing for their age, aptitude and expected to:

- Exercise personal responsible for their own health and safety and that of others around them.
- Observe all health and safety rules as explained by their teacher, especially emergency procedures.
- Follow the Class Charter.
- Use and not wilfully misuse or interfere with equipment or items provided in school for their health and safety.
- Tell their class Teacher, HTLA or Teaching Assistant if they have any concerns about health, safety or wellbeing.

PART THREE

HEALTH AND SAFETY ARRANGEMENTS

Introduction

This section outlines the arrangements made by TEACH Trust to ensure compliance with the Board's Statement of Intent (Part 1) and the Organisation of health and safety (Part 2). The arrangements below detail in alphabetical order, the policies and procedures adopted to ensure legal compliance and good health and safety management.

It is the responsibility of all staff, students, placements, contractors and volunteers to read and implement the Health and Safety Policy and those policies and procedures relevant to them, highlighted during their Induction training or by their line Manager and the policies and procedures below are available on the Shared Resources R drive in the 'Policies' folder.

3.1 Accidents, Incidents and Near Misses

See – TEACH Accident, Incident and Near Miss reporting policy and Appendices (Form A and Form B)

3.2 Asbestos

See – TEACH Asbestos Register and the School's Asbestos Management Plan for each school.

- The Site Managers are ~~is~~ responsible for these documents and ensuring staff and contractors are aware of any risks.
- Whilst the dangers associated with Asbestos are widely known, it does not present a danger to people when risk control measures are in place to ensure we know where it is and it is not disturbed or damaged accidentally and robust risk control measures are in place at TEACH.

3.3 Buildings and facilities management

The Heads of School and Site Managers develop and implement the annual planned preventative maintenance schedule (PPM), details of which are available via the Site Manager.

- The Parago system must be used internally for the reporting of any faults or concerns regarding the premises and facilities (including ICT faults).
- The Site team complete maintenance where possible and in other circumstances, use only approved contractors for building and facilities maintenance, grounds and tree works, etc.
- Buildings and facilities maintenance includes compliance with the Equalities Act 2010 in terms of accessibility; the Workplace (Health and Safety) Regulations 1992 regarding heating, lighting, lighting, ventilation, welfare facilities, traffic/pedestrians on site etc. plus many other specific regulations relating to fire, gas, electricity, lifting operations and lifting equipment, pressure systems and more.

3.4 Cold and adverse weather

Cold weather including snow/ice procedures are in the risk assessment and cold weather [risk assessment and](#) procedures, reviewed annually.

3.5 Consultation and Communication (Health and Safety)

- The Trust's 'Pupil Safeguarding and Compliance Committee' meet termly to discuss health, safety, welfare and wellbeing issues affecting staff, pupils or non-employees and health and safety is discussed at Heads of School and Operations team meetings.
- Each school displays the 'Health and Safety Law – What you should know' poster in the staff room.
- Significant changes in health and safety management will be communicated via staff meetings; minutes of meetings and by email. All health and safety policies and other relevant documents are held on the Shared Resources drive, accessible to all.

3.6 Contractors – the management of

See - 'TEACH Managing Contractors' Policy and 'Appendix 1: Contractor – Terms and Conditions'. Vetting of contractors and other arrangements are detailed in this policy and its Appendix.

3.7 Control of Substances Hazardous to Health (COSHH)

See – TEACH COSHH Policy

- TEACH Infant schools do not use COSHH substances in the curriculum and few are used in our junior schools.
- COSHH products are used in schools during cleaning and maintenance. Each COSHH product has its own risk assessment and material safety data sheet (MSDS) and can be found electronically on the Comment R Shared drive, or in paper format in Cleaners' cupboards [and Workshops](#).

3.8 Critical Incident Management

See – TEACH Critical Incident and Recovery Policy.

3.9 Display Screen Equipment (DSE)

See – TEACH DSE Policy and self-assessment template

3.10 Education visits; Outdoor education and Learning outside the Classroom

See – TEACH Off-Site Policy.

- Teachers, other supervising staff and the Educational Visits Coordinator (EVC) are responsible for health and safety of pupils.
- The Education Visits Coordinator records details of planned visit and uploads the risk assessment etc. onto the Handsam portal.
- Head of School using the Handsam portal approves off-site visits.
- All residential visits also require the approval of the H&S Coordinator.

3.11 Electrical safety

- Staff, students and volunteers should not bring their own electrical work equipment into work, without them first being 'Portable Appliance Tested' (PAT) by the Site Manager.
- [Electrical systems are safely maintained by fixed electrical installation inspections every 5-years by Electricians at each TEACH premises, supported by annual portable applicable testing and the reporting of any faults or concerns by all staff.](#)
- [Staff should complete a quick visual check of the condition of electrical equipment, its casing and cables/plug to look for obvious signs of damage and take the item out of use \(by handing it to Site team\) and report the fault on Parago.](#)

3.12 Equalities Act 2010

See – TEACH Staff Handbook

- The [management of](#) medical needs of pupils' with disabilities or health conditions is that of the Inclusion Leader in school in close coordination with the pupil's teacher(s) and the Medical Admin Officer.
- [The completion of a Personal Emergency Evacuation Plan \(PEEP\) for pupils requiring assistance in an emergency, with details of any arrangements for the pupil during lockdown. The Inclusion Lead and H&S Coordinator complete PEEPs during summer term and review as and when necessary, providing a copy to the Site Manager for the Fire Log book and information in his role as Fire Warden.](#)

3.13 Fire safety management and fire evacuations

See – TEACH School Fire [Policy and Logbook \(held in main office of each school\)](#).

- [Fire Risk Assessments are completed from Sept 2021 by an external, competent registered Fire Engineer.](#)
- Fire evacuation procedures are displayed in all schools and reviewed annually.
- Fire-related information is held in the school's Fire Logbook.
- Site Managers are responsible for operational fire safety on a day-to-day basis and they are the 'Fire Wardens' for their schools, supported by nominated Fire Marshalls from each school.
- Site Managers are responsible for the checks, servicing and maintenance of fire-related equipment from the alarms system to the emergency lighting. Site Managers organise termly fire evacuation drills.
- [Emergency Evacuation Plans \(EEPs\)](#) are detailed in the fire logbook at each school and displayed around schools.

3.14 First aid

See – TEACH Medical and First Aid Policy and TEACH Accident, Incident and Near Miss Reporting Policy.

- The appointed person for first aid in each school is the Medical Admin Officer, with cover provided by other trained staff within school. See statutory notice 'First Aiders' displayed near the first aid and/or staff rooms.
- Each school has a first aid room equipped with first aid equipment and Defibrillator.
- First aid boxes are also situated in others areas around school and clearly indicated by the statutory green and white 'First Aid' signs.
- Children with very high risk or complex medical conditions (including allergies and epilepsy) are required to wear a red wrist band, at all times (see Medical and First Aid Policy for more information).
- In the unlikely event of a pupil requiring transportation by private car to a minor injuries or A&E, the teacher or staff member must ensure he/she has adequate business class insurance and two adults must accompany the child, one being first aid qualified.

3.15 Food hygiene and food safety

See – TEACH Food hygiene and food-safety risk assessment

- Midday Supervisor Assistants heat and serve hot lunches to pupils, delivered in refrigerated vehicles daily by external caterers, who have cooked and chilled the food off-site.
- Children with allergies are carefully catered-for and wear coloured wrist-bands to alert staff serving food of their intolerance to certain food(s).
- School kitchens use the 'Safer Food - Better Business' system for food safety management.
- All staff handling food completed the Level 2 Award in Food Hygiene and Safety for Catering.

3.16 Gas

The risks from gas a managed by the Site Manager, through external 'Gas Safe' Engineers who inspect and certificate school boilers and heaters annually.

- Gas boiler rooms are fitted with carbon monoxide detector alarms.
- If you smell gas, you must inform the Site and school leadership team immediately by phone.
- To report a gas or carbon monoxide emergency or if a pipeline is struck (even if no gas leak has occurred) call 0800 111 999 – 24 hours a day, 7 days a week.

3.17 Health and Safety Management

See – TEACH Managing Health and Safety and Risk Assessment Policy

3.18 Legionella

See – TEACH Legionella policy

3.19 Lettings

See – TEACH Schools Letting Policy

3.20 Lockdown

See- TEACH Lockdown Policy

3.21 Lone Working

See – TEACH Lone Working Policy

3.22 Manual Handling

See – TEACH Manual Handling Policy

- Site teams and staff involved in the manual handling of pupils complete manual handling training.

3.23 Minibus driving and driving at work

See – TEACH Minibus policy

- Staff employed by any TEACH school are required to *drive at work* (e.g. driving at work when not commuting) occasionally to attend INSET days, meetings, etc. for which expenses are *not* paid. Business Class cover is usually free if work-related mileage is less than 1000 per annum.
- Car sharing is encouraged and where possible, the Minibus is used.
- Staff who *drive at work* are required to hold Business Class Insurance.
- ~~An~~ [From April 2020, a new annual 'TEACH Annual Driver Statement' will be introduced,](#) requiring relevant staff to confirm their vehicle is Taxed, MOT'd and their insurance includes Business Class cover.

3.24 Risk Assessment

See – TEACH Managing Health and Safety and Risk Assessment Policy

3.25 Safety signs and notices

All signs within school comply with the Health and Safety (Safety Signs and Signal) Regulations 1996, as follows:

- Prohibition signs – red/white
- Warning signs – yellow/black
- Mandatory signs – blue/white
- Safe Condition signs – green/white

If you require a health and safety notice, please seek advice from [the H&S Consultant Handsam](#) to ensure it complies with the above regulations.

3.26 Sport and Physical Education

See – TEACH Sport and Physical Education Policy and TEACH Jewellery in Sport and PE Policy

- The Association for Physical Education <http://www.afpe.org.uk/>
- Swim England https://www.swimming.org/assets/a_guide_for_swimming_teachers.pdf

3.27 Statutory inspections / Provision and Use of Work Equipment Regulations 1998

All plant equipment requiring statutory inspections and testing include gas boilers, electrical installations, emergency lighting, compressors and lifting equipment and must be inspected by competent persons at required intervals, as detailed in the school's planned preventative maintenance programme (PPM) and recorded onto Handsam by Site Managers.

3.28 Training (Health and Safety)

An employee's role and responsibilities will determine their health and safety training needs. TEACH deliver health and safety via a range of methods [identified through the TEACH H&S Training Needs Analysis](#), including:-

- Induction training – general health and safety induction training, relevant to their role and responsibilities provided by the [Site Managers H&S Coordinator; supported with further site-specific induction with Site Managers](#); Head of School or Deputy and line Managers.
- E-Learning – Handsam portal e.g. Manual Handling, work at height and ladder safety [etc.](#)
- E-Learning – [\(external\) e.g. High-Speed training](#) e.g. [High Speed Training](#) Level 2 Food Hygiene and Safety in Catering [and Fire Warden Training](#).
- ~~TEACH In-house H&S training – face to face e.g. Risk Assessment and Fire Warden training.~~
- [Externally certificated training](#) – e.g. First Aid at Work, MIDAS Minibus driver training and Inspecting Play Equipment.
- [The H&S Administrator is responsible for assigning](#)

3.29 Vehicles, pedestrians and parking

- Each school has a risk assessment for their own site and its own rules regarding parking.
- All staff and visitors must adhere to the parking restrictions and rules on each school site.
- Staff should always reverse park into parking spaces to avoid reversing risks to pedestrians in or near the car parking areas.
- TEACH trust will not accept any responsibility for damage, accident or loss to vehicles or its contents whilst vehicles are park in its private car parks.

3.30 Violence at work

- Any incident of violence, this includes intentional physical abuse, perceived threats and verbal abuse, must be reported using the TEACH Form B (see Accident, Incident and near miss reporting Policy).

3.31 Wellbeing

See TEACH Wellbeing Policy

- The Wellbeing Policy incorporates the promotion of wellbeing and the prevention of stress in the workplace [and details the First Aid for Mental Health staff.](#)
- The support, [advice and confidential counselling](#) available through 'Health Assured' the employee assistance programme.

3.32 Work at height and ladder safety

See – TEACH Work at Height and Ladder Safety Policy

