

CHANGE SCHOOLS PARTNERSHIP

Health, Safety and Wellbeing Policy

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This document was ratified by the Board of Trustees of the CHANGE Partnership Trust on:	20 December 2017
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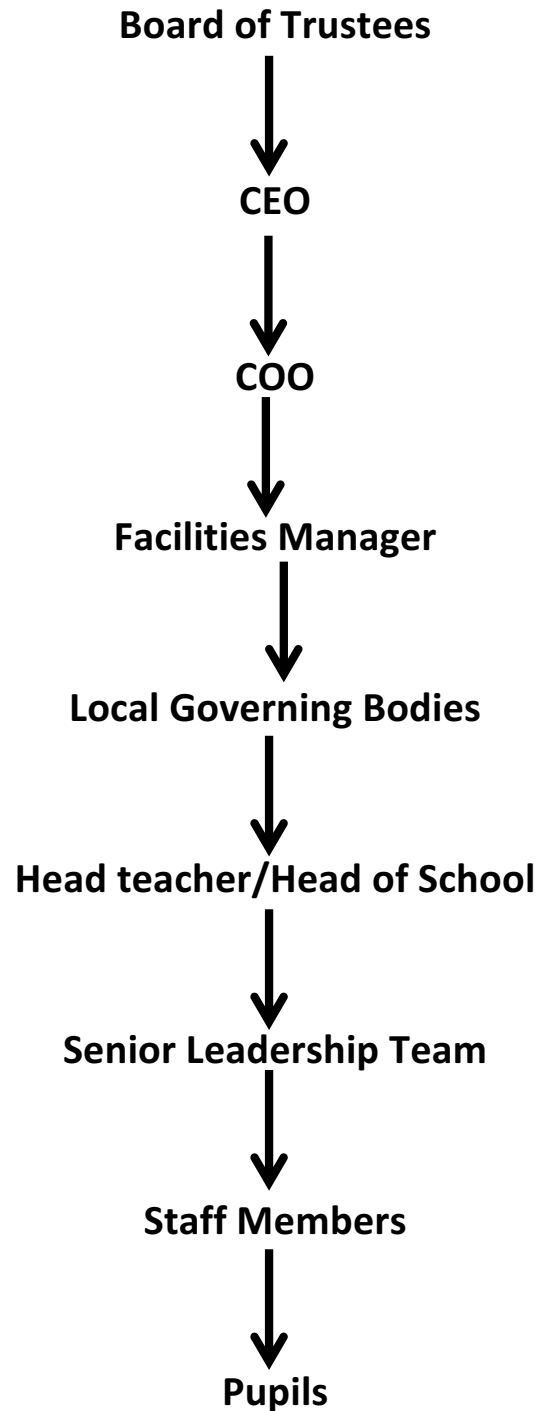
Statement of intent

At CHANGE School Partnership we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance to us and this policy reflects our dedication to creating a safe environment for our staff and pupils.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Academy.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

CHANGE Schools Partnership Health and Safety Structure



1. Organisation

Duties of the Governing Bodies

1.1. In consultation with the Board of Trustees, the Governing Bodies of each school, in consultation with the Chief Executive Officer will:

- 1.1.1. Ensure the appropriate legislation is followed and codes of practice are in place across the Trust.
- 1.1.2. Create and monitor a management structure responsible for Health, Safety and Wellbeing within the Trust.
- 1.1.3. Ensure there is a detailed and enforceable policy for Health, Safety and Wellbeing and that the policy is implemented by all.
- 1.1.4. Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- 1.1.5. Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

1.2. The Governing Body endeavours to provide the following:

- 1.2.1. A safe place for all users of the site including staff, pupils and visitors.
- 1.2.2. Safe means of entry and exit for all site users.
- 1.2.3. Equipment, grounds and systems of work that are safe and comply with legislation/regulation.
- 1.2.4. Safe arrangements for the handling, storage and transportation of any articles and substances.
- 1.2.5. Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- 1.2.6. Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.
- 1.2.7. Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

2. Duties of the Chief Executive Officer, Chief Operating Officer and Facilities Manager

- 2.1. The Chief Executive Officer, in liaison with the Chief Operating Officer, has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 2.2. The Facilities Manager will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the Leadership team to Line Managers and all areas of school to include every member of staff.
- 2.3. The Facilities Manager is the designated Health & Safety Officer for the Trust, who is responsible for the day to day implementation of the Health, Safety and Wellbeing Policy. The Facilities Manager is also the designated contact with professional bodies acting in consultation with the Local Authority and the HSE where necessary.
- 2.4. The Facilities Manager is the first point of contact for schools/academies within the Trust regarding Health & Safety issues.

3. Duties of Senior Leadership Team/Line Managers

- 3.1. Leadership/Management staff will be familiar with the requirements of health and safety legislation.
- 3.2. In addition to general duties, Leadership/Management staff will be responsible for the implementation and operation of the Trust's Health, Safety and Wellbeing Policy in their academy and areas of responsibility as delegated by the Chief Executive Officer/Chief Operating Officer.
- 3.3. Responsibility for aspects of Health and Safety are written into the job descriptions for some Leadership/Management staff. However, the Headteacher will be responsible for Health & Safety within their school.
- 3.4. Leadership/Management staff will take a keen interest in the Trust's Health, Safety and Wellbeing Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

4. Duties of all members of staff

- 4.1. All staff will familiarise themselves with the Health, Safety and Wellbeing Policy and aspects of their work related to health and safety.
- 4.2. Staff will avoid any conduct which puts themselves or others at risk.
- 4.3. Staff will dress appropriately to the requirements of their job role, including suitable footwear and including protective clothing as required.

- 4.4. Staff will be familiar with all requirements laid down by the Board of Trustees/Governing Body and with work co-operatively and collaboratively with the Facilities Manager to ensure compliance at all times.
- 4.5. Staff members have a duty to ensure all staff, pupils and visitors are applying regulations and adhering to any rules, routines and procedures in place.
- 4.6. Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment. (PAT testing certificates/protective clothing/risk assessments will properly direct staff to ensure equipment etc. is fit for purpose. Any concerns will always be reported to Caretaker/Facilities Manager.
- 4.7. Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.8. All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate. Any substances used in academies must have a COSHH data sheet for reference.
- 4.9. Staff will ensure that NO products are used that have not been purchased through the school and therefore comply with COSHH regulations.
- 4.10. All staff will report any defects in equipment or facilities to the designated Health and Safety Officer, either directly or through their Caretaker.
- 4.11. All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.
- 4.12. Staff will make suggestions as to how the Trust can reduce the risk of injuries, illness and accidents.
- 4.13. Staff will exercise good standards of housekeeping and cleanliness at all times, in all areas of school, from the classroom, office, staffroom and all general areas.
- 4.14. Staff will always complete a Risk Assessment prior to an activity involving equipment, tools, substances, or comply with an existing Risk Assessments, as appropriate.

5. Obligations of Contractors

- 5.1. When the school is used for purposes not under the direction of the Chief Executive Officer then, subject to the agreement of the Governing Body, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

- 5.2. This section should be read in conjunction with the Trust's Contractors' Policy.
- 5.3. Contractors working on the school premises are required to identify and control risks arising from their activities. A Risk Assessment and Safer Working Statement must be provided before any work commences.
- 5.4. Contractors will inform the Facilities Manager/COO/Caretaker/Head teacher of all potential risks to staff, pupils and visitors so that precautions can be put in place to manage any potential risks..

6. Pupils

- 6.1. Pupils will exercise personal responsibility for the health and safety of themselves and others.
- 6.2. Pupils will dress appropriately and consistent with safety and hygiene standards.
- 6.3. Pupils will respond to the instruction of staff given in an emergency.
- 6.4. Pupils will observe the health and safety rules of the school.
- 6.5. Pupils will not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety; for example: fire extinguishers, signage, fire alarm points.

7. First Aid

- 7.1. Under the direction of the Facilities Manager, the school will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- 7.2. The following staff members are trained First Aiders:

Name	Department	Location (academy)	Extension No.	Expiry Date
Insert as	appropriate	For each	academy	

7.3 First aid boxes are located as follows:

Location	Responsible Staff Member

8. Contacting the Emergency Services

- 8.1. Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- 8.2. If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

9. Fire Safety

- 9.1. Procedures for ensuring safety precautions are properly managed, will be discussed and formulated by the Facilities Manager, Caretaker and Headteacher and then effectively disseminated to all staff by the Headteacher.
- 9.2. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff. This is part of new staff induction procedures and ongoing training, which will be managed by the Facilities Manager.
- 9.3. Schools within the Trust will test and record evacuation procedures each term. This is the responsibility of the Headteacher and will usually be carried out by the Caretaker.
- 9.4. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for. All visitors and contractors will be advised of the procedure as part of the signing in process.
- 9.5. Fire fighting equipment will be checked on an annual basis by an approved contractor. The Facilities Manager and the Caretaker will ensure this is undertaken as part of the review of the annual H&S timetable.
- 9.6. Fire alarms will be tested weekly from different 'break glass' fire points around the Schools within the Trust and records will be maintained and held in the School Office in a fire proof cupboard.
- 9.7. Emergency lighting will be subject to a functionality test on a monthly basis and annually tested by an external contractor. Records will be maintained and held in the School Office.

10. Accident reporting

- 10.1. All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the nominated Health & Safety person (usually the Headteacher) in the school, using the standard Accident Reporting Form.

- 10.2. The Health and Safety Officer will be responsible for informing the Board of Trustees/Chief Executive Officer if the accident is a fatal or “major injury” as outlined by the Health and Safety Executive (HSE).

11. Reporting Procedure

- 11.1. Should an incident require reporting to the Incident Control Centre (part of the HSE) the Health and Safety Officer or a person appointed on their behalf will file a report as soon as is reasonably possible. The paperwork can be completed by a member of the office team, usually the Welfare and Clerical Assistant, but must be checked and approved by the Health & Safety Officer/Headteacher.
- 11.2. If applicable, the person will complete the RIDDOR form 2508 online here: <https://extranet.hse.gov.uk/lfservlet/external/F2508IE> or,
- 11.3. The person will complete the RIDDOR form 2508 and send off to the ICC within day days by post or fax. To:

**ICC
Caerphilly Business Park
Caerphilly
CF83 3GG**

- 11.4. Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

12. Notification to the Health and Safety Executive

- 12.1. Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:
- 12.1.1. Accidents to employees causing either death or major injury.
- 12.1.2. Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- 12.1.3. Fractures, other than to fingers, thumbs and toes.
- 12.1.4. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- 12.1.5. Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- 12.1.6. Any crush injury to the head or torso, causing damage to the brain or internal organs.

- 12.1.7. Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- 12.1.8. Any degree of scalping requiring hospital treatment.
- 12.1.9. Any loss of consciousness caused by head injury or asphyxia.
- 12.1.10. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 12.1.11. The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- 12.1.12. The explosion, collapse or bursting of any closed vessel or pipe work.
- 12.1.13. Electrical short circuit or overload resulting in a fire or explosion.
- 12.1.14. Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- 12.1.15. Any accidental release of a biological agent likely to cause severe human illness.
- 12.1.16. Any collapse or partial collapse of scaffolding over 5 metres in height.
- 12.1.17. When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- 12.1.18. Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- 12.1.19. Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- 12.1.20. Accidental release of any substances which may damage health.
- 12.1.21. Serious gas incidents.
- 12.1.22. Poisonings.

12.1.23. Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.

12.1.24. Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.

12.1.25. Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.

12.1.26. Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

12.2. Any queries regarding the criteria for completing a RIDDOR Form should be referred to the Facilities Manager in the first instance, or, if not available or appropriate, queries should be raised direct with the H&S Executive.

13. Reporting hazards

13.1 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

13.2 In the main, reporting should be verbal to the Caretaker as soon as possible who will inform the Head teacher as appropriate.

13.3 Serious hazards will be reported using the appropriate form available in the School Office.

14. Accident Investigations

14.1. All accidents, however small, will be investigated by an appointed party and the outcomes recorded.

14.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.

14.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

14.4. The Health and Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

15. Our active monitoring system

15.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:

15.1.1. Regularly examining documents to ensure compliance to standards.

15.1.2. Regularly inspecting premises, plants and equipment.

15.1.3. Annual audits including Fire Risk Assessments and Health and Safety audits.

15.1.4. Regular reports and updates to the Head teacher.

15.1.5. External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

16. Crisis incidents: Bomb threat procedure

16.1. Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the Police):

16.1.1. Where is it?

16.1.2. In which building is it and on what floor?

16.1.3. What time will the bomb go off?

16.1.4. What does the bomb look like and what colour is it?

16.1.5. What type of bomb is it and what type of explosive?

16.1.6. Who are you?

16.1.7. Why are you doing this?

16.1.8. Do you have a code word?

16.2. Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Chief Executive Officer who will then alert the Police and the Local Authority.

- 16.3. The Chief Executive Officer/Head of School will decide whether or not to evacuate the building.

17. Evacuation

If an evacuation is deemed necessary, the following procedure will take place.

- 17.1. All senior staff will be informed of the situation NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill.
- 17.2. Staff and pupils will be asked to make their way to the normal fire assembly area (an alternative area should be identified if close to the area of the bomb or suspicious package).
- 17.3. Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- 17.4. Once the Emergency Services have arrived staff will await further instruction from them.

18. Visitors to the School

- 18.1. Visitors to the school are allowed to park in the main car park if a space is available. **Double parking or obstruction of the main school gates used for emergency access is not permitted. All staff and visitors are to adhere to these guidelines AT ALL TIMES.**
- 18.2. All visitors must sign in at the main school reception.
- 18.3. Once signed in, visitors will be collected from the reception area by the member of staff they are visiting or escorted to the area of the school concerned.
- 18.4. No contractor will execute work on the school site without the express permission of the Chief Executive Officer/Chief Operating Officer/Headteacher/Caretaker other than in an emergency or to make safe following theft or vandalism.
- 18.5. Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school. Contractors working on site will provide Safer Systems Statement/Risk Assessment as appropriate, prior to undertaking any work.
- 18.6. Anyone hiring school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the

premises will be made aware of their Health and Safety obligations when making the booking.

- 18.7. Visitors and contractors will wear a visitor's badge at all times while on school grounds and will conform to any regulations regarding protective clothing.
- 18.8. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 18.9. Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the Visitor's Log.
- 18.10. All visitors will be supervised during their time at the school or if unsupervised, will have had full identification and verification checks carried before entering the school.
- 18.11. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site immediately.
- 18.12. Uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.

19. Maintaining equipment

- 19.1. As part of risk assessments, protective clothing and equipment must be supplied and used if required, for any activity undertaken on site. Visitors must also be supplied with protective equipment when appropriate.
- 19.2. Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues annually:
 - 19.1.1. All electrical appliances.
 - 19.1.2. All fixed gymnasium equipment.
 - 19.1.3. Any workshop /catering equipment.
 - 19.1.4. All fume cupboards.
 - 19.1.5. Fire Safety equipment/signage
- 19.3. It is the responsibility of the Health & Safety Officer to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements before it is used on site. A Safety professional should be consulted as necessary.

20. Hazardous materials

- 20.1 All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- 20.2 Hazardous substances must be labelled with the correct hazard sign and contents label.
- 20.3 Storage life must be considered by the Health & Safety Officer. All COSHH and Ionising Radiations Regulations must be adhered to.
- 20.4 The Caretaker is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 20.5 No hazardous substances will be used without the permission of the Chief Executive Officer/Chief Operating Officer/Facilities Manager/Headteacher.
- 20.6 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.
- 20.7 Dust and fumes must be safely controlled by LEV Regulations.
- 20.8 No staff member or pupils should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

21. Medicines and drugs

- 21.1. No medications may be taken or administered on school premises without completed written consent from the child's parent/carer.
- 21.2. Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.
- 21.3. Staff and visitors must ensure that personal belongings such as handbags, where medicines may be kept and a possible risk to others, are kept away from children at all times.
- 21.4. The Trust's Administering of Medicines Policy will be understood by all staff.

22. Smoking/Vaping/e-cigarettes

- 22.1. The Trust applies a non-smoking policy on all school and Trust premises and grounds. This policy also, applies to e-cigarettes (known as vaping).

23. Housekeeping and cleanliness

- 23.1. All cleaning of school sites will be monitored by the Caretaker/Facilities Manager. The standard required will be clear in the Service Level Agreement with the external cleaning contractor/company.
- 23.2. Special consideration will be given to hygiene areas such as kitchens and medical room and also areas of particular exposure to infection as identified by the Caretaker/Local Business Manager (this may be in a classroom, where there has been a high level of incidents of sickness for example).
- 23.3. Waste collection services will be monitored by the Caretaker/Facilities Manager. It is everyone's responsibility to ensure the Trust/schools exercise responsible waste disposal methods.
- 23.4. Special consideration will be given to the disposal of clinical waste.

24. Risk assessment

- 24.1. The Chief Executive Officer has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in all premises within the Trust.
- 24.2. Regular assessments of all areas of school will be undertaken, with particular attention to high risk areas such as Caretaker's shed/storage area, cleaning cupboard/school kitchen etc., will take place. These inspections will be carried out by the Facilities Manager/Chief Operating Officer and/or H&S Governor.
- 24.3. Annual risk assessments will be conducted for all relevant areas of the Trust.
- 24.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 24.5. Both the Governing Body and the Board of Trustees will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- 24.6. A designated staff member, usually the headteacher is responsible for ensuring that risk assessments are completed by staff leading day trips or residential stays prior to the activity taking place.

25. Security and theft

- 25.1. CCTV systems will be used to monitor events and identify incidents taking place.

- 25.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 25.3. Money from income collection to the school, must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site (refer to Financial Regulations for limits imposed).
- 25.4. Money should be counted in an appropriate location, under dual control, and staff should not be placed at risk of robbery.
- 25.5. Staff and pupils are responsible for their personal belongings and the Trust accepts no responsibility for loss or damage.
- 25.6. Thefts may be reported to the Police and staff members are expected to assist police with their investigation.
- 25.7. All members of staff are expected to take reasonable measures to ensure the security of Trust equipment being used.
- 25.8. Missing or believed stolen equipment must be reported immediately to the Local Business Manager.

26. Severe weather

- 19.3 The Chief Executive Officer, in liaison with the Board of Trustees and the school's Headteacher makes a decision on school closure on the grounds of Health and Safety. If an unplanned school closure does take place, the Governing Body must always be informed.

27. Safe use of minibuses (where applicable)

- 1.1. The Health and Safety Officer is responsible for arranging the annual maintenance of the minibus/minibuses including MOTs and road tax.
- 1.2. The driver must have a current license, be aged 25 years or over and hold a full licence in Group A or PCV.
- 1.3. Drivers must complete the relevant form from the Lead Finance and HR Manager and produce their current driving licence.
- 1.4. If passengers are paying a charge the minibus permit must be clearly displayed in the vehicle.
- 1.5. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The Trust will decide who is responsible for covering the cost of any repairs.

- 1.6. The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- 1.7. Fines occurred will be paid by the driver at the time the offence was committed.
- 1.8. Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the school.
- 1.9. The following staff members hold the required licence and have completed specific training allowing them to drive the minibus/minibuses:

{Insert Name}	{Insert Name}

28. Workplace Health and Safety: Stress Management

- 28.1. This section should be read in conjunction with the Trust's Stress Risk Management ' Procedures.
- 28.2. A Stress Risk Assessment/Staff Wellbeing Survey is carried out on an annual basis for all staff employed by the Trust. However, staff members who have any issues or concerns that are having an adverse effect on their wellbeing, should speak to their line manager in the first instance. Alternatively, if the concern involves the member of staff's line manager then refer to the Head teacher/Chief Executive Officer, and/or seek professional help and advice. Any queries regarding the process can be discussed with the Lead Finance and HR Manager or the Chief Operating Officer.

29. Workplace Health and Safety: Visual Display equipment

- 29.1. Assessments will be carried out by the Health and Safety Officer/Lead Finance and HR Manager for all staff who regularly use laptops or desktops computers as identified in the guidelines.