



## **Statement of Intent**

The Senior Leadership Team of First Steps Together recognise and accept their responsibilities both under law and under the Local Authority's delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

First Steps Together is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the Senior Leadership Team.

In particular, the Senior Leadership Team are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition.
- maintaining safe access to and egress from the premises.
- preventing accidents and work-related ill health.
- assessing and controlling risks from curriculum and non-curriculum work activities including off site visits.
- complying with statutory requirements as a minimum.

- ensuring safe working methods and providing safe equipment.
- providing effective information, instruction, and training.
- monitoring and reviewing systems to make sure they are effective.
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- setting targets and objectives to develop a culture of continuous improvement.
- ensuring a healthy working environment is maintained including adequate welfare facilities.
- ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.
- ensuring safe use, handling, and storage of substances at work.

The Senior Leadership Team will ensure adequate resources, including finance to implement the Policy. They are committed to this Policy and all staff are required to comply. All staff are encouraged to support the Senior Leadership's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full cooperation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

**Organisation – Introduction**

In order to achieve compliance with the Senior Leadership’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

Designated Health & Safety Lead – Susan Richardson ([s.richardson@firststepstogether.uk](mailto:s.richardson@firststepstogether.uk))

**The Duties of the Senior Leadership Team (SLT)**

The SLT has day-to-day and overall responsibility for ensuring compliance with this Safety Policy Document. They will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the schools, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The SLT will maintain the profile of health and safety within the schools by the development of safe working practices and conditions and will ensure that health and safety standards are always maintained.

**The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the FST's Health and Safety Policy Document and procedures at all times, cooperate with the management team in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to the SLT any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform the SLT of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

*Any accidents/near misses to pupils, staff, visitors or contractors MUST be reported to the main office or SLT. There are First Aid at Work and Paediatric First Aid trained staff on all sites. An Accident Report Form (on IRIS) must be completed. The same form can be used for NEAR miss incidents.*

**Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

*Pupils are encouraged and reminded regularly to walk around the school in a sensible manner and are familiar with our Paediatric First Aiders. Pupils and parents are familiar with E-Safety.*

**Schools Health and Safety Representatives**

The Senior Leadership Team recognise the role of Health and Safety Representatives and will allow them to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Senior Leadership Team.

*N/A – FST currently report direct to HSE & RIDDOR to investigate any serious accidents and incident*

**Temporary Staff**

Temporary staff are provided with information and guidance which includes the Safeguarding and Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the SLT whilst on the site.

*All Agencies providing supply staff are provided with copies of the policies. On arrival agency staff are required to read and sign the safeguarding and fire emergency procedures.*

**Teaching Staff**

Teaching Staff have a day-to-day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

*Risk assessments must be completed by any staff members who wish to run an activity which may have a risk element to it. All Staff are encouraged to report any defect equipment or damages on to the school's electronic 'maintenance log'.*

**Teaching Assistants/Learning Mentors**

Teaching assistants and learning mentors have a day-to-day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher/staff in charge whilst the class is in session.

<p><b>The Duties of External Visits Coordinators (EVC)</b></p> <p>The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for off site visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the school.</p>	<p><i>SLT are the school's EVC coordinators for each site</i></p>
<p><b>Volunteer and Parent Helpers</b></p> <p>Volunteer and parent helpers are provided with information and guidance which includes safeguarding, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the site.</p>	<p><i>Volunteer and parent helpers are accompanied by a member of staff whilst on the premises</i></p>

## Arrangements

<b>Arrangements</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements</b>
<p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>QAM</p>	
<p><b>Communication</b></p> <p>FST recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.</p>	<p>HR/Admin</p>	<p><i>Employees are issued with a staff handbook and are directed to policies. All staff must sign a declaration confirming they have read and understood the policies. A 'Policy of the Week' is emailed to all staff to keep them familiar with current policy and any amendments. All employees have an FST email address which is regularly used as a communication tool for Health and Safety related issues.</i></p>

<p><b>Consultation with Employees</b></p> <p>FST recognises the importance of consulting with employees on health and safety matters.</p>	<p>SLT</p>	<p><i>Employees are consulted via inset days and email for any updates/amendments on health and safety matters.</i></p>
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### Risk Assessments

<p><b>Risk Assessment</b></p> <p>FST uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Senior Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities.</p>	<p>SLT</p>	<p><i>Premises/grounds – Governing Body</i>  <i>Catering/Kitchens – SLT</i>  <i>PE – PE Co-ordinator</i>  <i>General Classroom – Class Teachers</i>  <i>Slips, trips and falls – Headteacher</i>  <i>Outdoor play equipment – SLT</i>    <i>Playground – Headteacher</i></p>
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<p>Risk assessments are reviewed periodically or where there is a change in circumstances.</p>		<p><i>Lunch/break time supervision on the playground – Headteacher</i></p> <p><i>Curriculum – Curriculum Lead</i></p> <p><i>Personal Evacuation Plans – SLT</i></p> <p><i>Pupils/staff with injuries – Headteacher</i></p> <p><i>Pregnant staff – HR</i></p>
<p><b>Trips/Off Site Visits</b></p> <p>FST complies with DFE Guidance on off site visits and journeys.</p>	<p>Class Teachers</p>	<p><i>Teachers must complete a trip request form detailing the class, venue, times etc. This is then signed by a member of SLT. Once the trip has been approved by the EVC, a risk assessment is completed and signed off by a member of SLT.</i></p>
<p><b>Working at Height</b></p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>SLT</p>	<p><i>Only site staff are to use the kick steps. Contractors are to use their own ladders.</i></p>

<p><b>Noise</b></p> <p>FST is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk.</p> <p>The school ensures appropriate control measures are put in place.</p>	<p>SLT</p>	<p><i>Acoustic/ Sound levels are checked and recorded, checks are then completed should any adaptations take place to the building.</i></p>
<p><b>Violence to Staff</b></p> <p>FST are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk, FST ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the IRIS reporting process.</p>	<p>SLT</p>	<p><i>Where pupils are concerned, staff are trained in Positive Handling giving them the skills to de-escalate and make dynamic risk assessments to use physical intervention when reasonable, proportionate and necessary to reduce the risk of violence to staff. FST has a reporting procedure to log any violent incident, verbal and/ or physical on IRIS.</i></p>

**Security Arrangements Including Dealing with Intruders**

Risks to security of the premises and property are assessed through the risk assessment process

SLT

*FST has an appropriate alarm system for intruders and fire which is maintained throughout the year. All staff and visitors to sign in and out. Badges are issued to visitors and contractors. Any visitors/contractors without a suitable DBS certificate and/or unfamiliar with the school are escorted and supervised by a member of staff or an adult who does have a suitable DBS certificate and is familiar with the school. The staff are required to contact the office if they see a stranger in the school who is not wearing a visitors' badge.*

**Hazardous Substances (Control of Substances Hazardous to Health - CoSHH)**

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost

SLT

*CoSHH data sheets are kept in the health and safety file of each site. CoSHH leaflets and information are displayed around all sites in cleaning storage areas.*

**Personal Protective Equipment**

Employees/Managers assess based on risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required the appropriate PPE is selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.

SLT

*Staff are provided with relevant PPE where necessary.*

<p><b>Transport</b></p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p>SLT</p>	<p><i>Staff who use cars to transport pupils are to provide a copy of insurance (business insurance), MOT certificate and logbook, which is kept on file by the Admin Team.</i></p>
<p><b>Manual Handling (typical loads and handling pupils)</b></p> <p>Risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Senior Leadership Team is responsible for assessing the appropriate approach to handling tasks.</p>	<p>SLT</p>	<p><i>Physical Intervention Training is delivered to all staff annually.</i></p> <p><i>Manual Handling Training is delivered to all staff.</i></p>
<p><b>Curriculum Safety (including extended activity/study support)</b></p> <p>Headteachers ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/ equipment/ machinery are checked, maintained and stored correctly</p>	<p>N/A</p>	

<p><b>Display Screen Equipment</b></p> <p>The majority of staff within FST are not considered to be DSE users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Admin</p>	<p><i>Regular DSE users are as follows:</i></p> <p><i>SLT</i></p> <p><i>Administration Staff</i></p> <p><i>All of the above will complete a DSE assessment. Adjustments, where reasonably practicable, will be made.</i></p>
<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>Headteacher</p>	<p><i>All class-based staff are required to supervise and engage with the pupils during break times. A Paediatric first aider is available on site at all times.</i></p>

## Premises

<p><b>Technical and Electrical (fixed and portable)</b></p> <p>FST takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held on file.</p>	<p>Headteacher</p>	<p><i>The staff are reminded to make electrical equipment available for PAT once a year, delivered by external contractors. Staff are also informed not to bring in their own electrical equipment without prior approval from the Headteacher. Fixed testing is undertaken every 5 years. The staff are reminded to report any defect items to the Headteacher.</i></p>
<p><b>Maintenance of Machinery and Equipment</b></p> <p>FST inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependent on the use and type of equipment.</p>	<p>Admin</p>	<p><i>External contractors are used to maintain equipment and machinery throughout all sites.</i></p>

<p><b>Asbestos</b></p> <p>To minimise risk from asbestos containing materials on the site, the school maintains a safe and healthy environment by: complying with all regulations concerning the control of asbestos;</p> <ul style="list-style-type: none"> <li>* removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>* where necessary communicating to all staff and visitors where asbestos containing materials are located within the school.</li> </ul>	<p>N/A</p>	<p><i>There is currently no asbestos in any site.</i></p>
<p><b>Service Contractors</b></p> <p>Service contractors have regular access to the site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods and consider how they will impact upon staff, pupils and other visitors on site. The schools provide details of their safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</p>	<p>Admin</p>	<p><i>Contractors are expected to sign in and out. Contractors must provide the school with any relevant paperwork which may include method statements, risk assessments, public liability documents etc. Service contractors are directed to book visits when pupils are not in attendance; e.g., outside of normal pupil hours or during scheduled holidays.</i></p>
<p><b>Building Contractors</b></p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the site</p>	<p>Admin</p>	<p><i>SLT will be involved in the scheduling, managing and communicating of all works carried out with the school premise/grounds. All contractors are expected to sign in and sign out every day and complete any necessary paperwork associated with the job.</i></p>

<p><b>Small Scale Building Works</b></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place</p>	<p>SLT</p>	<p><i>SLT will be involved in the scheduling, managing and communicating of all works carried out with the school premise/grounds. All contractors are expected to sign in and sign out every day and complete any necessary paperwork associated with the job</i></p>
<p><b>Slips/Trips/Falls</b></p> <p>FST recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspections of the communal area. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head of School or QAM via IRIS or telephone in more urgent cases. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Headteacher</p>	<p><i>The Headteacher as part of their routine daily checks, will ensure that there are clear and safe (where reasonably practicable) routes to and from school, and fire exits are kept clear at all times.</i></p>

<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Headteacher. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary.</p> <p>The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace</p>	<p>Headteacher</p>	<p><i>Each site has a cleaning rota. Deep cleans take place every half term.</i></p> <p><i>Medical/hygiene waste are in appropriate waste disposal bags provided by Betterware.</i></p>
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<p><b>Caretaking and Grounds Maintenance (and grounds safety)</b></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Headteacher</p>	<p><i>The Headteacher carries out daily visual checks of the grounds and records their findings on our maintenance log.</i></p>
<p><b>Gas and Electrical Appliances</b></p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection</p>	<p>QAM</p>	<p><i>Gas and Electrical works are carried out by external contractors</i></p>
<p><b>Glass and Glazing</b></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low-level glazing (below 800 mm), such as glazing in doors and high risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. Should glass be broken, the area is made safe immediately and repairs carried</p>	<p>Headteacher.</p>	<p><i>All sites comply with current glazing safety standards</i></p>

<p>out as soon as possible. Glazing is also assessed during a regular site inspection</p>		
<p><b>Water Supply/Legionella</b></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken, and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site logbook is used. A process is also in place to deal with any actions should they arise</p>	<p>QAM</p>	<p><i>All checks are carried out by QAM.</i></p>
<p><b>Snow and Ice Gritting</b></p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g., access/egress routes. There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available.</p>	<p>Headteacher.</p>	<p><i>All staff have received manual handling training. All sites have adequate bins to store salt/grit.</i></p>

## Medical/Fire and Emergency Arrangements

<p><b>Infectious Diseases</b></p> <p>The <b>school</b> follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Childcare Settings'</p>	Headteacher	<i>Posters displayed in suitable and visible locations around the school.</i>
<p><b>Dealing with Medical Conditions</b></p> <p>The <b>school</b> accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies</p>	SLT/DSL	<i>The administration of medicines policy is stored electronically. The DSL and SLT work closely with parents and health professionals to ensure that every child with a medical need is given the best possible care.</i>

<p>help provide a suitably supportive environment for those pupils with special needs.</p>		
<p><b>Drug Administration</b></p> <p>The SLT accommodates pupils with medical needs wherever practicable and refers to DFE Guidance Managing Medicines in Schools and Early Years Settings.</p> <p>Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed.</p>	<p>SLT</p>	<p><i>Parents/carers are required to complete a medicine administration form for any child who may require medication during the day. The school will/can only administer medication that has been prescribed by a GP and must be for that child and must have been prescribed recently. There are also specific forms for inhalers (asthma care plan).</i></p> <p><i>Only staff who have completed training for administering medicines are permitted to administer prescribed medication to a pupil where the pupil is not able to administer themselves.</i></p>

**First Aid**

FST follows the statutory requirements for first aid and provides suitably trained first aid staff

**QAM**

*The Watkins Centre has a designated medical room which is located on the first floor.*

*The Kershaw Wood Centre has a designated medical room which is located on the ground floor.*

*The Peak Forest Centre has a designated medical room which is located on the ground floor.*

*Horizon Reach has a designated medical room which is located on the ground floor.*

*Tame Bank has a designated medical room on the first floor.*

*Stansfield House has a designated medical room on the second floor.*

*All sites have numerous trained First Aid at Work staff situated throughout the settings.*

**Reporting of Accidents, Hazards, Near Misses**

All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.

All Staff

*Any accidents/near misses to staff, visitors or contractors MUST be reported to the office/ or a key staff member. An Accident Report Form must be completed and a copy uploaded onto IRIS. The same form can be used for NEAR miss incidents.*

*FST has a Violent Incident Reporting procedure which MUST be completed for any violent incident, verbal and/or physical – this can be logged on IRIS.*

<p><b>Fire Safety and Emergency Evacuation</b></p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>Headteacher</p>	<p><i>The designated fire assembly point is clearly marked at each site.</i></p> <p><i>Fire drills are carried out 3-6 times a year.</i></p>
<p><b>Crisis and Emergency Management</b></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident.</p> <p>The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular</p>	<p>Headteacher</p>	<p><i>Practice emergency exercises require undertaking when the policy is reviewed. A log of all practices carried out is kept in the health and safety folder.</i></p>

<p>basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>		
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**Monitoring and Review**

<p><b>Monitoring</b></p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>	<p>SLT</p>	

<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person/s. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>SLT/ QAM</p>	<p><i>All staff are required to regularly assess the setting to identify any hazards or risks. These are passed to the Headteacher who forward any tasks via the maintenance log. Maintenance and service reports are filed and stored in the site offices. QAM will also complete monthly review inspections.</i></p>
<p><b>Review</b></p> <p>The school have mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the provision, supplemented by various 'ad hoc'and un-planned checks and inspections.</p>	<p>SLT</p>	<p><i>Site staff have access to the maintenance log to report hazards or risks that are found as a result of periodic checks, inspections and repairs.</i></p>

## Training

<p><b>Staff Health and Safety Training/Competence</b></p>		<p><i>All staff have received the following training;</i></p>
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<p>First Steps Together is committed to ensuring that staff are competent to undertake the roles expected of them. The SLT undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered, and training records held centrally. The training need analysis is reviewed regularly or on the introduction of new legislation. Head Teacher conducting the The Performance Management process considers health and safety performance and addresses areas of concern with employees.</p>	<p>SLT</p>	<p><i>Fire Safety training, Health &amp; Safety at Work training and manual handling</i></p> <p><i>SLT have received the following training.</i></p> <p><i>DSL and Paediatric First Aid</i></p> <p><i>HR &amp; Admin staff have received the following training.</i></p> <p><i>Safer Recruitment and Display Screen Equipment Awareness</i></p> <p><i>(Approximately 80% of all staff are Paediatric First Aid Trained)</i></p>
<p><b>Supply and Student Teachers</b></p> <p>First Steps Together expectations are made clear to the Supply and Student Teacher through the provision of Staff handbook, Health and Safety Policy, Safeguarding Policy, Behaviour Policy and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general setting organisation and routines. When Supply and Student Teachers attend the setting to</p>	<p>SLT</p>	<p><i>Students and supply staff are encouraged to familiarise themselves with all policies.</i></p> <p><i>All staff undertake annually - Safeguarding; Prevention of Extremism &amp; Radicalisation; Equality &amp; Diversity in the</i></p>

cover for staff absence at short notice, the Headteacher are responsible for giving guidance on the work to be covered		<i>Workplace; Anti-Bullying; E-safety; GDPR.</i>
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## Health and Wellbeing

<p><b>Pregnant Members of Staff</b></p> <p>Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	Headteacher	<p><i>The DSL &amp; HR will carry out a risk assessment for expectant mothers as soon as we have been informed by the employee if deemed necessary or at 12 weeks. FST uses the risk assessment template provided by our HR Provider.</i></p> <p><i>Risk assessments are completed with the expectant mother. A review date is included in the Risk Assessment. An agreement is made with the expectant mother that any necessary adjustments to their role or environment will need to be shared with their site team.</i></p>
<p><b>Health and Well Being Including Absence Management</b></p> <p>FST has carried out a risk assessment based on the</p>		

<p>Health and Safety Executive's Management Standards for Work-Related Stress. We endeavour to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice</p>	<p>HR</p>	<p><i>The school has mental health first aiders.</i></p> <p><i>The school has a Staff Absence Policy.</i></p>
<p><b>Smoking on Site</b></p>		<p><i>No smoking on the FST site including e-cigarettes</i></p>

### **Environmental Management**

<p><b>Environmental Compliance</b></p> <p>FST seeks to fulfil its waste management objectives through using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	<p>Headteacher</p>	<p><i>Staff and pupils are encouraged to use the designated recycle bins provided around the school.</i></p> <p><i>Confidential waste is shredded.</i></p>
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**Disposal of Waste**

All waste classified as 'hazardous' is bagged in yellow biohazard bags and disposed of in general waste.

Admin

*Sanitary and medical bins are under contract and collected by a third party provider.*

**Catering and Food Hygiene**

**Catering and Food Hygiene**

Catering for student consumption is completed on site.

Admin / Sheila Bonilla

All the relevant food safety training has been completed by staff who have contact with food preparation.

**Health and Safety Advice**

**Information**

SLT

*Employees, visitors, parents and contractors can seek advice on Health and Safety matters from the following competent persons;*

		<p><i>SLT</i></p> <p><i>Headteacher</i></p> <p><i>HR/Safeguarding Lead</i></p> <p><i>FST will seek advice from The Lead Health and Safety Officer at the Local Authority.</i></p>
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