Extend Learning
Academies Network

ELAN ESTATES: Guidance Document

Health and Safety Policy and Arrangements for ELAN Schools

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Revision	v.1		
	v.2	June 2025	Management of change – use of Smartlog and management of estates staff

ELAN Guidance Notes for your School's local Health and Safety Policy and Arrangements

Health and Safety Guidance for Headteachers and local governing bodies – template for school use to detail local health and safety arrangements

Introduction

Local health and safety arrangements are typically a combination of the trust-wide policy and individual school policies. The trust sets the overall framework, while each school develops its own specific procedures based on its unique needs and context. This guidance document enables Extend Learning Academies Network (ELAN) schools to develop this arrangements policy by providing a template of the conditions requiring local adaptation to manage whilst maintain within the trust's framework.

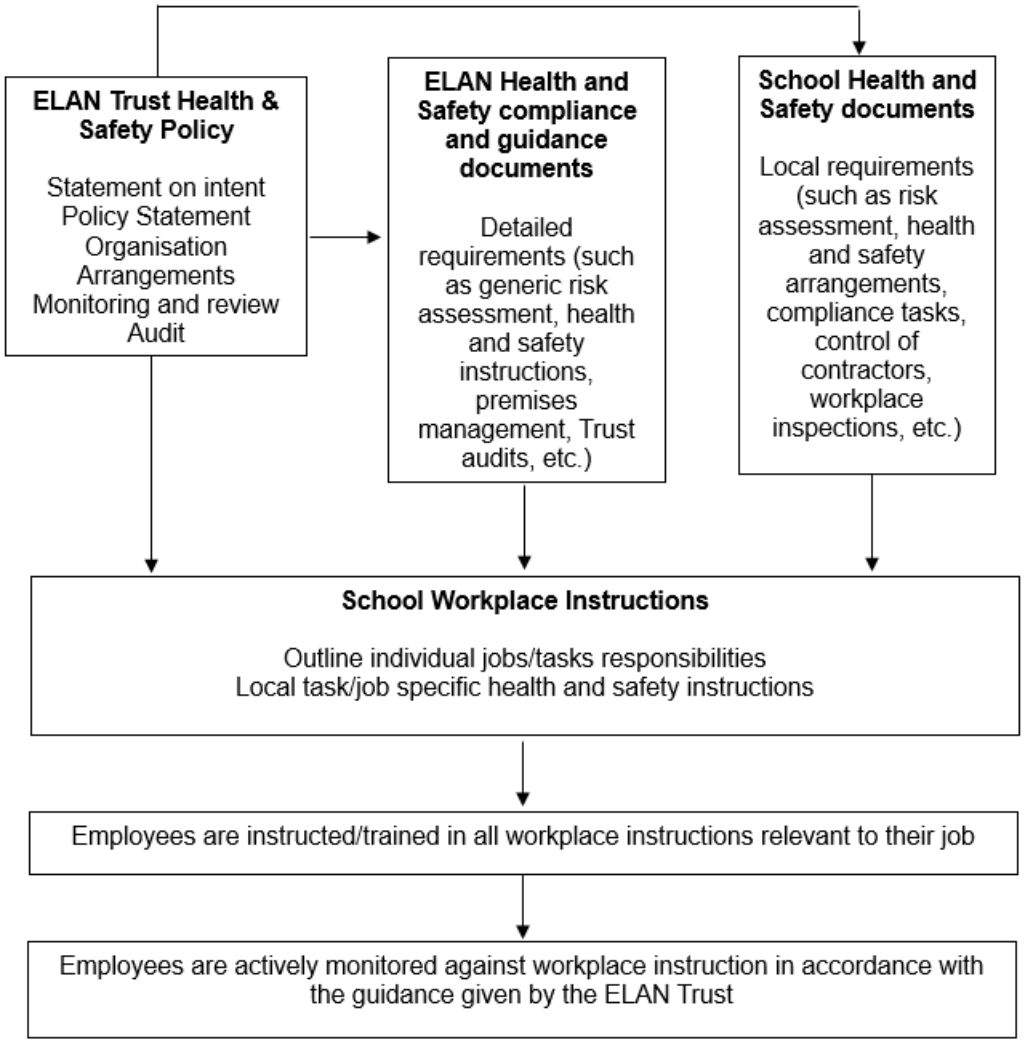
This model policy is provided in order to enable ELAN schools to produce an individual Health and Safety Policy and Arrangements that meets relevant legal requirements yet is specific to the establishment's local arrangements. To this end, it is essential that this document is adapted extensively to reflect local arrangements so that the end product is a useful rule book for the organisation.

Health and Safety Management across the Trust

ELAN develops arrangements for the management of health and safety, which we systematically apply in all activities and services throughout the trust. In addition to these arrangements, supplementary procedures, guidance and other health and safety systems are developed at service, premises and/or local level and detailed in the school's own health and safety policy. Each school in the trust will have their own Health and Safety Policy and Arrangements that supplements the trust's health and safety policy setting out these arrangements on each individual site.

Health and safety management at each of the ELAN schools is dependent upon several inter-dependant parts aimed at providing a framework for delivering a high level of health and safety performance in the workplace. This aim is consistent with the trust's values.

The following diagram shows the basic components of the ELAN safety management system, and what is expected of its schools:



Adapting your Policy and Arrangements Template

Please note: The majority of the responsibilities assigned to roles are recommendations only – you must amend them to suit your school's management structure and circumstances.

Key performance indicators that ensure effective school health and safety are in place (these focus areas can be utilised as guiding your school's health and safety inspection regimes by senior management, governors).

What to include in your Arrangements?

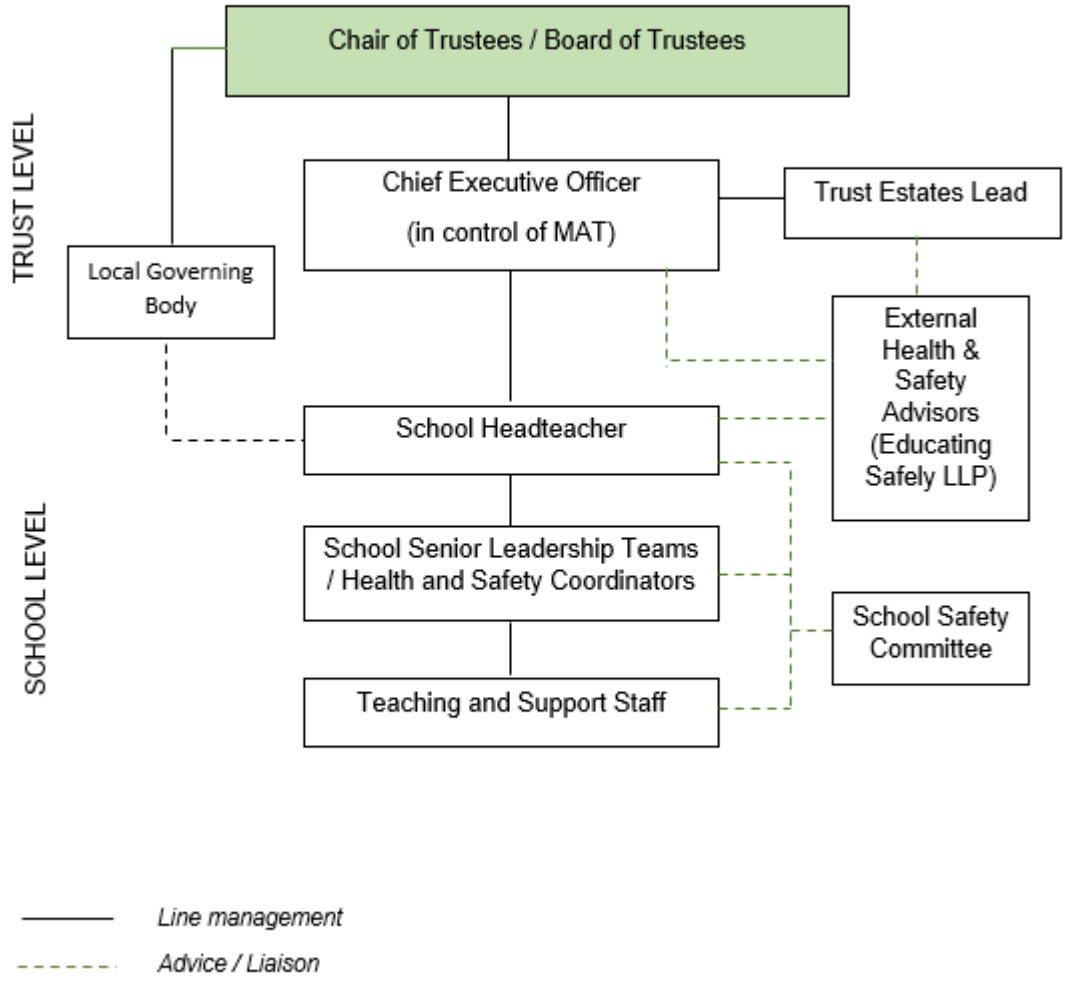
The restructuring of estates to a central model, with estates functions directly managed by the trust's Estates Manager, has meant that many of the compliance and premises related health and safety is no longer the responsibility of individual school headteachers. However, schools are able to monitor, via their access to the building management software oversight of such tasks. The school however is to identify and manage non-premises related activities being undertaken, typically, arrangements remaining for schools will include:

- accident and incident reporting / investigation
- active monitoring (inspections)
- audit and review
- consultation with employees
- display screen equipment
- fire and emergency (cross referenced to a separate policy / procedure i.e., Fire Management Policy)
- first aid and supporting medical needs (cross referenced to the ELAN Supporting Pupils with Medical Conditions and First Aid Policy)
- health and safety training
- individual pupil risk assessment
- infection control (refer to Estate's guidance document)
- lone working
- control of hazardous substances (cross referenced to trust's COSHH Policy
- on-site vehicle movement
- selection and management of curricular contractors, supply staff etc. (e.g., sports coaches)
- manual handling (for school staff)
- people handling (school staff manually handling pupils)
- new and expectant mothers
- school security (use of cctv, visitor control, lockdowns etc.)
- off-site visits (cross referenced to the trust's Educational Visits Policy)
- play equipment (how access and use of is managed)
- ponds and nature areas
- risk assessment (for school-based activities)
- stress (maybe cross referenced to more detailed policy)
- work equipment (used in the classroom or school equipment used by school staff)
- personal protective equipment (PPE)
- working at height (school staff accessing step ladders)
- violence and aggression (cross referenced to behaviour policy)

Much of the above will be applicable to every school but some sections will be more relevant than others. This will therefore dictate how detailed or otherwise the arrangement is.

In order to achieve the aims of the health and safety principles established by the trust, all its schools are required to ensure that their organisational structure supports the effective implementation of trust's policies and documents:

Extend Learning Academies Network Health and Safety Management Structure



Each Trust School will make arrangements broadly in line with the above organisational framework

The following policies, documents and guidance support this health and safety document and are located on the staff portal:

Signpost	Document Title	Responsibility	Implementation
Policy	ELAN Health & Safety Statement and Policy (v.5)	ELAN Estates Manager	All staff
	TEMPLATE FOR SCHOOL USE - Fire Safety Management Arrangements (v.2)	ELAN Estates Manager & Headteacher	Headteacher & Local Governing Body
	ELAN Health & Safety Competency and Training Policy (v.1)	ELAN Estates Manager	Headteacher & Local Governing Body

	ELAN Control of substances Hazardous to Health (COSHH) Policy and Procedures	ELAN Estates Manager	Headteacher & Local Governing Body
Supporting documents / procedures	ELAN Estates Guidance Document - Estates and Facilities Services to ELAN Schools	ELAN Estates Manager	Estates, Headteacher & Local Governing Body
	ELAN Estates Guidance Document – Accident and Incident Reporting	ELAN Estates Manger	Headteacher
	ELAN Guidance Document – Investigating Accidents and Incidents	ELAN Estates Manager	Headteacher
	Fire Safety Logbook Template (v.1)	ELAN Estates Manager	Estates & School
	ELAN Estates Guidance Document - Charging Lithium-ion devices, tablets and laptops	ELAN Estates Manager	Headteacher & Local Governing Body
	ELAN Estates Management – Legionella Control Management Plan	ELAN Estates Manager	Estates
	ELAN Estates Guidance Document - Working at Height	ELAN Estates Manager	Headteacher & Local Governing Body
	ELAN Estates Guidance Document - Invacuation including Lockdown	ELAN Estates Manager	Headteacher & Local Governing Body
	ELAN Estates Guidance Document - Headteacher and Local Governors H&S Monitoring v.2	ELAN Estates Manager	Estates, Headteacher & Local Governing Body
	ELAN Estates Guidance Document - Invacuation including Lockdown	ELAN Estates Manager	Headteacher & Local Governing Body
	ELAN Estates Guidance Document - Infection Control - safe cleaning and disposal of blood and bodily fluids	ELAN Estates Manager	Headteacher & Local Governing Body
	Fire Risk Assessment	Independently assessed by competent fire risk assessor	Estates, Headteacher & Local Governing Body

	Fire Risk Assessment review and action plans (annual)	Estates & Headteacher	Estates, Headteacher & Local Governing Body
	Local Fire service inspection report	Fire service with school headteacher	Estates, Headteacher & Local Governing Body

Making the most of your policy template - School Health and Safety Arrangements Policy.

This is intended as guidance to assist you when developing your local-level school health and safety policy and management arrangements. Please remember to adapt it to reflect your school's specific circumstances.

As you read through the policy template, there is school-specific information that you must amend. To help you find these amendable elements, we have highlighted them as follows:

1. Red and underlined text – in the document are completed prior to publication.
2. [Grey filled text] – **drafting notes**, which are for your convenience, and highlight a regulation, Trust recommendation or procedure, or sample text, which must be taken account of in your wording, but which must be deleted prior to your publication.
3. Ensure that any documents which are referred to by hyperlink and which are published online are capable of being clicked on and taken to the appropriate page.
4. Please note that this template document may be subject to amendment by the Extend Learning Academies Network at any time.

Windwhistle Primary School

Health and Safety Policy

Date Ratified: July 2025

Signed By:

John Porter – chair of governors

Signed by:

Heidi Hudd - Headteacher

Review Date: July 2026

Document Control

Document Information

	Information
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Version Control

Version	Issue Date	Amended by	Comments
2.0	06/2021	Headteacher	New Policy
2.1	03/2024	Headteacher	No amendments
2.2	11/2024	Headteacher	Added Smartlog and removed EEC
2.3	07/2025	Headteacher	Amended according to the new estates responsibilities

Table of Contents

STATEMENT OF GENERAL POLICY 2
ORGANISATION – ROLES AND RESPONSIBILITIES 3
Governors 3
Headteacher 3
Site Team 5
The Senior Leadership Team, Middle Leaders and Line Managers 6
Teaching Staff, HLTAs in charge of classrooms and Supply Teachers 7
Employee Duties 7
First Aiders 8
Competent Health and Safety Advice 8

STATEMENT OF GENERAL POLICY

It is the policy of Windwhistle Primary School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on its premises and outside the school on associated activities.

The school will ensure, so far as is reasonably practicable, that:

- The premises provide a healthy and safe working environment for all students, staff, clients, contractors and the general public.
- There are safe systems of work for all employees and students.
- Suitable and sufficient work equipment is provided.
- There are adequate welfare arrangements.
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Windwhistle Primary School recognises its responsibility to provide adequate control of the health and safety risks arising from school and clients activities. When staff, or pupils operate on behalf of Windwhistle Primary School, an assessment of risks specific to the schools activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

All Governors, the Headteacher and all school staff must familiarise themselves with the contents of this statement, organisational structure and the Health and Safety manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation.

Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the School Headteacher, Senior Leadership Team and the Head of Business Operations for ELAN.

Windwhistle Primary commits itself to implementing the Health & Safety at Work Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The school's competent health and safety representative will provide to the schools management regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness.

The organisational structure will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the schools strategy, UK or EU law and any changes will be brought to the attention of all staff.

ORGANISATION – ROLES AND RESPONSIBILITIES

Windwhistle Primary School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

Windwhistle Primary School understands the Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer which is the Governing Body in this school.

Windwhistle Primary School organisation for health and safety assumes that individuals or groups will take all reasonable steps to achieve the stated responsibilities as outlined in this section. This section outlines the expectations on how individuals and groups are expected to contribute to the robust management of health, safety and welfare within the organisation and schools.

To support robust health and safety management, including consultation on this policy and procedures, Windwhistle Primary School have support from the Extend Learning Academies Network (ELAN) Central Team. The school have appointed the Competent Person Support services from Educating Safely LLP to provide external verification and assurance.

The following is an outline of duties and responsibilities that have been assigned to Governors, the Headteacher and other staff, including those based within the Locality.

Governors

The Governors, as a corporate body, have the responsibility to ensure compliance of the Board strategic direction and objectives of all health and safety matters in the school. The aim is to ensure a positive health and safety culture is established and maintained.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

Governors must ensure:

- That in co-operation with the Headteacher, the Health and Safety Policy reflects the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary;
- That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of such assessments is kept and reviewed regularly;
- That sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school;
- To ensure that when awarding contracts, health and safety is included in specifications and contract details;
- That regular health and safety inspections of the premises are carried out;
- That the Governing body appoint a Health and Safety Governor and receive an annual audit of health and safety systems and standards from the Headteacher;
- Ensuring that health and safety keeps on the agenda by including it intrinsically within business discussions.

Headteacher

The Headteacher is responsible and accountable for the implementation and compliance of this policy within the school.

The Headteacher has responsibility for: -

- Co-operating with the governing body to advise on any safety policies that need to be introduced, to enable health and safety policy and ensure procedures are implemented and complied with;
- Ensure a positive health and safety culture is encouraged and developed within the school;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and other agencies where necessary, in order to inform the development of the overall health and safety strategy;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the governing body any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- To be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance services agreements carried out on the school premises.
- To develop and implement relevant action plans based on risk assessments, outcomes of meetings/ audits and inspections, emergency arrangements and to review existing health and safety policies and procedures in the school, to ensure all staff pupils and contractors adhere to them.
- To be responsible for emergency procedures and evacuation of school premises.
- To ensure that the school asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities as necessary.
- Monitoring purchasing and contracting procedures to ensure compliance with ELAN

policy.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school. The Headteacher will be supported by the ELAN Central Team including the Chief Executive Officer, Head of Business Operations, Human Resources Manager, Chief Finance Officer and Estates Manager. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

Site Team

Site Team staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of their duties. The Extend Learning Academy Network (ELAN) Estates Manager and the ELAN Central Team will support the Headteacher in this role as and when necessary.

The Team's responsibilities are to:

- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.
- Report to the School Headteacher any defects and hazards that are brought to their notice and schedule action as appropriate.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Ensure relevant information is communicated and shared to third parties or contractors.
- Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
  In conjunction with the Headteacher ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site staff and cleaning staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school.

The Senior Leadership Team, Middle Leaders and Line Managers

The Senior Leadership Team, Middle Leaders and Line Managers are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following: -

- Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students;
- Apply the school's health and safety policy to their own department or area of work

and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements to all staff and students;

- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the HSE, CLEAPSS etc., and ensure that all staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve any health, safety and welfare problems members of staff refer to them, and inform the Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Ensure that equipment, furniture and activities in their area of responsibility are safe and report to the Site Team any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher
  / Estates Manager. Ensure that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Making known to the Continued Professional Development Lead, any identified training needs.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms available from the Smartlog website.

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers are responsible to the Headteacher and Middle Leaders for the health and safety of themselves, other staff and pupils, and activities under their control.

In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all pupils;
- Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- Carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that

they are adhered to.

- Ensuring that all pupils and classroom staff are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical equipment is visually checked before use.
- Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.
- Integrating all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons. Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Employee Duties

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools arrangements for health and safety.
- Co-operate with the schools management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform the schools management if something happens that might affect their ability to work.
  E.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
  Make use of all necessary control measures and personal protective equipment

provided for safety or health reasons.

- Refrain from 'horseplay' or unsafe practice that could result in an accident.

First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Competent Health and Safety Advice

The Management of Health and Safety Work Regulations 1999: Regulation 7 requires that "Every employer shall appoint one or more Competent Persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions".

The Trust will seek competent Health and Safety advice to meet their management and Board legal duties. These services are to be provided by:

Educating Safely LLP.
Email:
enquiries@educatingsafely.co.uk
Telephone: 0800 288 4775
Address: 48 Higher Town, Sampford Peverell, Tiverton, Devon, EX16 7BR

The Competent Person Support Package offered by Educating Safely LLP will include the retention of a Competent Person and the allocation of time to fulfil the role. It includes:

- Provision of up-to-date guidance and advice with unlimited access to Helpdesk via telephone and email
- Regular review of H&S Policies to ensure they are fit for purpose and effective
- Training of key personnel to ensure they understand their H&S duties and responsibilities
- Full support for the Smartlog Safety Management System
- Oversight of and assistance with Risk Assessment management
- Monitoring of Accidents and RIDDOR Reporting
- Endorsement of External Visits
- Annual Audit of management systems and procedures in order to confirm compliance for the Governors or Trust
- Delegate place at our Annual H&S Update Seminar