

Title	Health and Safety
Associated Policies	<ul style="list-style-type: none"> • Critical Incidents and Crisis Management (TPO/HS/01) • Safeguarding and Child Protection (TPO/HS/05) • Risk Assessment Policy (TPO/HS/03) • Workstation Assessment (HPO/HS/11) • Educational Visits and Working Outside the Classroom (HPO/HS/10) • Driving and Travelling in Safety and Minibus Procedure (HPO/HS/07) • Supporting Students with Medical Needs in School (TPO/STU/09)

REVIEWED: February 2021

NEXT REVIEW: February 2024

1. Policy Statement / Statement of Intent

- 1.1 The Brooke Weston Trust (the Trust) recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its staff, students, and visitors to its premises, and others who could be affected by its actions. The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.
- 1.2 The Trust has overall responsibility for the health, safety and welfare of staff, students and visitors and will provide and maintain, so far as is reasonably practicable, working and where appropriate learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc. Act 1974 and associated legislation.
- 1.3 Whilst appreciating that ultimate responsibility rests with the Trust Board as employer, all Directors, Governors, Central Team Staff, Principals, Managers and School-based Staff have to work together in the creation and promotion of a positive health and safety culture. The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This Policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.
- 1.4 In recognising that staff have an important contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. We are committed to ensuring that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- 1.5 It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.
- 1.6 Risks will be minimised by forward planning using competent staff, trained and resourced to an appropriate extent whilst working to attainable standards. We will make use of appropriate training and resources to enable all staff to play an active part in achieving a safe and healthy working environment.
- 1.7 The Trust recognises that the effective management of health and safety plays an important role in its overall performance by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

- 1.8 Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis to maintain and improve where necessary the required standards.
- 1.9 Local organisation and arrangements for the management of health and safety at school level are documented and retained by each Trust school, with those documents forming part of the overall Health and Safety Policy and safety management system.
- 1.10 The Trust requires each member of staff and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Trust and its management.
- 1.11 Without affecting the generality of the above statement, the Trust will pay attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as;
- 1.11.1 The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
- 1.11.2 The production of arrangements in connection with the handling, storage and use of any article or substance to ensure safety and an absence of risk to health.
- 1.11.3 The provision of suitable and sufficient information, training and supervision necessary for health and safety purposes.
- 1.11.4 The provision and maintenance of workplaces, which are safe, and without risk to health.
- 1.11.5 The provision and maintenance of safe working environments and adequate arrangements for welfare at work.

2. Who does this policy apply to?

- 2.1 This applies to all staff, students and visitors of the Academy.

3. Responsibilities for Health and Safety

- 3.1 This section details how the Trust is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture and effective health and safety management. See Appendix 1 for organisational chart.

3.2 The Trust Board of Directors

- 3.2.1 The Board has overall responsibility for health and safety matters but delegates day-to-day responsibilities in line with the Trust's Scheme of Delegation. The Trust Board ensures that:
- The Trust produces a Health and Safety Policy that is appropriate to its activities, and that this policy is reviewed regularly so that it remains valid; the Trust Board will promote and follow this Health and Safety Policy;
 - An effective organisation is created for the management of health and safety; including communicating effectively with parents, staff and students;
 - The Trust devises appropriate arrangements for addressing health and safety within the Trust and within the Educational establishments it sponsors;
 - The Trust promotes the correct attitude towards health and safety in staff and where appropriate visitors to its premises; the Trust Board will lead by example on all matters relating to health, safety and welfare;
 - The Trust establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy;

- The Board will monitor and evaluate the Trust's health and safety performance through the activities of the Board, including the setting of targets where appropriate;
- The Board will appoint a named board Member with responsibility for Health and Safety matters.

3.3 Local Governing Bodies

- 3.3.1 Each Local Governing Body has a responsibility in its role as critical friend to help the school set and achieve high standards of health, safety and welfare for staff and students. This is achieved by working to ensure that the academy and its staff have the correct resources and support to fulfil their function.
- 3.3.2 The Local Governing Body will nominate a Governor with oversight of Health and Safety and to act as critical friend ensure the Local Governing Body receives the information needed to appropriately scrutinize matters relating to health and safety. Local Governing Bodies will receive annual reports on health and safety matters from their schools to support them with their responsibilities.

3.4 Chief Executive Officer

- 3.4.1 The Chief Executive Officer is responsible for overall compliance with, and adherence to, all relevant statutory regulations and best practice, including Health and Safety. This includes the implementation of the Health and Safety Policy and all associated arrangements.
- 3.4.2 S/he will achieve this by:
- The provision of the necessary physical and human resources;
 - Ensuring the effective flow of information relevant to health and safety;
 - The provision of the necessary means of supervision and control of staff;
 - Ensuring that all relevant Senior Managers and Governors for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
 - Ensuring that all relevant Senior Managers and Governors understand and accept their responsibilities for Health and Safety;
 - Facilitating or arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the health and safety standards are being provided and maintained;
 - Providing timely feedback to the Board on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the Trust;
 - Ensuring effective use and review of the Trust risk register.
 - He/she will seek support and professional advice from external advisors as necessary.

3.5 Executive Principals

- 3.5.1 Executive Principals lead by example and are responsible for supporting the CEO in promoting a culture of compliance and having oversight of compliance across their academies, including health and safety. They will be informed of the compliance position relating to the academies via regular meetings with School Principals and will assist with oversight and cultural promotion responsibility. They have the right to intervene over compliance matters delegated to school Principals.
- 3.5.2 Executive Principals will:
- Regularly liaise with School Principals to support day to day management of health and safety and engage other colleagues including the Trust Advisers on matters of health and safety where necessary;

- Support school Principals to, establish organisational management arrangements and risk control measures, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

3.6 Principals

- 3.6.1 School Principals have delegated responsibility for compliance in core areas across their academy, including health and safety, and will lead by example. They also have delegated responsibility for the local implementation of Trust policies and development of school procedures. This includes delegated responsibility for appointment and management of personnel responsible for compliance areas within the academy (i.e. Designated Safeguarding Lead, SEND coordinator, H&S coordinator)
- 3.6.2 Principals have responsibility for ensuring the planning and implementation of their Academy's health and safety management system in accordance with this policy.
- 3.6.3 S/He will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.
- 3.6.4 In particular S/He is to:
- Lead by example
 - Ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
 - Liaise with the health and safety representatives of the local governing body, Trust and the Board of Trustees where appropriate to inform them of any health and safety issues or risks that arise
 - Ensure that up to date information on health and safety is available to school staff and visitors, is easily accessible and promoted throughout the school. This includes the school health and safety policy, associated procedures and risk assessment templates.
 - Ensure that all staff are fully trained and equipped to deal with health and safety issues and emergencies
 - Ensure that funding is allocated to individual departments for their health and safety requirements
 - Ensure that all staff, pupils and volunteers are aware of their health and safety obligations to one another
 - Ensure that regular practice fire drills are undertaken
 - Ensure that adequate information related to health and safety is obtained and passed to relevant staff, contractors, members of the public, statutory authorities etc.

3.7 Senior Operations Manager

The Senior Operations Manager is responsible to the Chief Executive Officer for the implementation of the Trust Health and Safety Policy under their areas of control and has specific responsibility for:

- Ensuring the Board is aware of and up to date with any health and safety legislation or reasons for change in health and safety organisation.
- Developing in conjunction with the Trust Board and the Trust's Adviser the Safety Management System.
- Effective and supportive line management of Trust service directors and leads (eg estates, IT, catering, procurement) ensuring effective communication and collaboration within and between them on all matters pertaining to Health and Safety.
- Ensuring regular review of Trust policies associated with the Health and Safety Policy.

- Ensuring, in conjunction with the schools Principals and Director of Estates, all relevant statutory licenses, registrations, planning requirements etc are obtained and all conditions satisfied.
- Assisting in the implementation of the arrangements contained in the Health and Safety Policy by the provision of appropriate advice and guidance to the Trust and its schools;
- Work to develop a culture of high performing teams and collaboration amongst service leads on all matters pertaining to Health and Safety.
- Ensure support structures for Health and Safety within the Trust reflect the best practice.
- Monitoring the Trust performance with regard to the implementation of the Safety Management System by arranging the annual Safety Audit and Inspection of the Trust and its schools and report findings to the Chief Executive Officer;

3.8 Director of Estates

The Director of Estates is responsible to the Trust Senior Operations Manager for the implementation of the Trust Health and Safety Policy under their areas of control.

- Ensuring that the Trust's building stock is properly designed, modified and maintained so that it is suitable for its use and provides a safe working and learning environment without risks to health;
- Providing appropriate procedures and/or guidance for planning and coordinating the work of any contractors in accordance with the Construction Design and Management Regulations 2015 and Management of Health and Safety at Work Regulations 1999;
- Ensuring all statutory inspections and registers are completed through the provision of appropriate procedures and/or guidance as may be necessary to Estates colleagues, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any construction or works contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Assisting in the implementation of the arrangements contained in the Health and Safety Policy by the provision of appropriate advice and guidance to the Trust and its schools;
- In liaison with Principals; the provision of the necessary means of supervision and control of premises management staff as may be required;
- Ensuring that all managers and staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information, health and safety training and instruction;
- Ensuring that all managers and staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- Arranging audits, inspections and investigations as necessary to enable a suitable and sufficient appraisal of the premises management related health and safety standards are being provided and maintained.
- Providing timely feedback to the Chief Executive Officer on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the premises management teams;

3.9 Chief Finance Officer

The Chief Finance Officer will support the implementation of the Health and Safety Policy and overall safety management system through effective planning and allocation of financial resources as may be required.

3.10 Trust Catering Manager

The Trust Catering Manager is responsible for the health and safety of catering operations under their control and has specific responsibility for:

- Ensuring safe working practices are in place in all school kitchens and food production units;
- Ensuring catering staff are appropriately trained;
- Ensuring all catering equipment is maintained and safe for use;
- Liaising with external agencies and responding to feedback from external audits and visits as may be required;
- Ensuring that food safety standards are met.

3.11 | Staff

All staff whether they are fixed term, contract, or permanent are required to ensure they:

- Are familiar with the Trust Health and Safety Policy and associated arrangements, including policies and procedures at school level;
- Carry out their duties in accordance with the Health and Safety Policy and associated procedures;
- Cooperate with management on matters of Health and Safety; Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred and immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health;
- Report all accidents, incidents and dangerous occurrences in accordance with policy;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment; ensuring that any equipment used is properly cared for and in the proper working order.
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area and that piece of equipment should not be used.
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge and others who may be affected by his/her acts of omissions; Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Take responsibility for good housekeeping in the area within which they work
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

3.12 Contingent Commander of the Combined Cadet Force (CCF)

- Ensures effective relationship is maintained between Brooke Weston Trust and the Ministry of Defence so that Brooke Weston Trust fulfils its obligations in operating the CCF and takes responsibility for doing so safely in line with Trust and MOD policies.
- Supports the School Staff Instructor in discharging all health and safety matters relating to the operation of the Trust's CCF.

3.13 Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be

able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- Take 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 things provided for their health and safety
- Behave sensibly around the school site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the school code of conduct / school behaviour policy.

3.14 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3.15 Health and Safety Review Group

The Health and Safety Review Group will assist the Board of Directors and the Chief Executive Officer to discharge their responsibilities under any relevant health and safety legislation and responsibilities, monitoring and quality assuring the health and safety practice of individual schools and the Trust as a whole.

4. Procedures / Arrangements for Health and Safety

- 4.1 Planning is an essential part of the implementation of the Trust Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Trust.
- 4.2 The purpose of the overall safety management system (Health and Safety Policy and all associated procedures), is to ensure that:
- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
 - The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Trust.
- 4.3 The Trust may produce associated policies and procedures for implementation across Trust schools.
- 4.4 The areas covered by associated Trust policies at the time of publishing this policy are:
- Risk Assessments
 - Critical Incidents and Crisis Management
 - Behaviour Policy
 - Travelling in Safety and Minibus usage
 - Lone working
 - Safeguarding and Child Protection
 - Educational visits and learning outside the classroom
 - Critical Incidents and Crisis Management
 - Drugs and Alcohol
 - Children not collected from school
 - Workstation Assessment

- Lone Working
 - Supporting Pupils with Medical Needs in Schools (Medicines)
- 4.5 These policies will be subject to regular review to ensure they remain valid and effective in addressing their specific risk areas.
- 4.6 In the absence of a specific Trust policy or procedure, Brooke Weston Trust delegates to its schools, via Principals, responsibility for effective local management of other H&S matters, including but not limited to:
- Training
 - Workplace Safety
 - Building and site maintenance
 - Site security
 - Visitors to sites, including contractors (see also above at Section 3)
 - Fire
 - COSHH (control of substances hazardous to health)
 - Gas safety
 - Legionella
 - Asbestos
 - Equipment and machinery
 - Electrical safety
 - PE equipment
 - Display screen equipment
 - Working at height
 - Manual handling
 - Premises hire
 - Violence at work
 - Vehicle and pedestrian segregation
 - Infection prevention and control
 - Food safety and hygiene including allergens
 - Occupational health, welfare and stress
 - Accident and incident reporting / near misses
 - Emergency and incident response plans

Advice and support is provided to schools via Trust colleagues as detailed in section 3 above.

- 4.7 The following section outlines basic arrangements that the Trust and its schools should have in place to establish, monitor, and review measures needed to meet satisfactory health and safety standards.

In addition, schools maintain documents detailing the local organisation and arrangements for health and safety management including links to localised procedures and where to access them. This forms part of the overall safety management system as an extension to this policy document.

4.7.1 Risk Assessment

Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all academy staff are confident and familiar with carrying out risk assessments and recording and reporting risks. The Trust maintains a specific Risk Assessment Policy.

4.7.2 Training

Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.

Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

Strategic Health and Safety Management and Premises Management Training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

4.7.3 Workplace Safety

The Trust will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. School level organisation and arrangements documents detail how this information is managed and stored. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

4.7.4 Display Screen Equipment (DSE)

The Trust and its schools recognise the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. The Trust maintains a specific Workstation Assessment Policy covering the use of DSE.

4.7.5 Manual handling

The Trust and its schools operate in accordance with the *Manual Handling Operations Regulations (1992)* as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments will be carried out and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments

- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

4.7.6 Machine maintenance

The Trust and its schools operate in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

Schools ensure that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and

takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

4.7.7 Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level

- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants eg food, litter etc.
- Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space

4.7.8 Fire Safety

Each academy carries out regular whole school fire drills, the frequency of which are recorded in the local health and safety organisation and arrangements documentation. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

4.7.9 Work at Height

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height.

4.7.10 Accidents and near misses

In the event of an accident or near miss taking place either at school, or off-site on a school organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian. If a pupil needs to be taken to hospital, and a parent or guardian is not immediately

available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept. Any medicine administered in school will be recorded.

Accident forms must be completed and stored for all accidents, major and minor.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Accident forms will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

Further details regarding specific management of accidents and near misses are set out in the school's health and safety organisation and arrangements documentation.

4.7.11 Building and site maintenance

Schools Principals in conjunction with other designated colleagues are responsible for ensuring that the school premises are maintained so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole school community.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

Further details regarding specific management of school buildings and site maintenance are set out in the school's health and safety organisation and arrangements documentation.

4.7.12 Lone workers

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Trust and its schools have provisions in place to both identify and manage these risks as set out in the Lone Working Policy.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

The following activities are **not to be carried out by lone workers** under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

Schools maintain local guidelines related to lone working by pupils in school. Further details regarding specific management of lone working are set out in the school's health and safety organisation and arrangements documentation.

4.7.13 Violence at Work

The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

4.7.14 Vehicle and Pedestrian segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where bus operators are required to collect / drop off children, the Trust will follow its Procurement policy. Specifically the Trust will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles

and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

4.7.15 Emergency Plan

The Trust maintains a specific Critical Incidents and Crisis Management Policy that schools may refer to in an emergency which includes communication protocols. In the case of an emergency situation, schools will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Raise the alarm,
- Evacuate ,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy and associated local organisation and arrangements documentation is designed with this in mind.

4.7.16 Control of Substances Hazardous to Health

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. Precautions include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are securely kept. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- Clear records of chemicals ordered, who they are ordered to, and that they are ordered for
- Safe disposing of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

Further details, including department specific information, is outlined in the schools' local health and safety organisation and arrangements documentation.

4.7.17 Occupational Health / Welfare & Wellbeing

The Board of Trustees and the Trust executive team takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

The Trust is committed to identifying vulnerable students and staff, developing school-based prevention programmes and strengthening co-operation with mental health services, students and parents.

The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our schools.

The Trust makes available to all staff an 'employee assist programme', providing staff with a 24-hour helpline to support you through any of life's issues or problems. Your call will be handled by an experienced therapist or adviser, who will offer support in a friendly, non-judgemental manner. The service also entitles to staff to up to 6 sessions of counselling. The service is completely confidential and none of the information discussed is fed back to the Academy or Trust.

Further details are outlined in the schools' local health and safety organisation and arrangements documentation.

4.7.18 Off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. The Trust maintains a specific Educational Visits and Learning Outside the Classroom Policy.

Additional specific details are maintained in the schools' local health and safety organisation and arrangements documentation.

4.7.19 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible and is aware of our school policy and procedures.

The Trustees delegate responsibility to select and oversee the management of contractors to school site managers with support from the Trust Director of Estates.

When engaging a contractor the following will be considered:

- all aspects of the work set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

The Trust and/or its schools co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

Further information on safeguarding pupils against visitors or contractors is included in the Trust's Safeguarding and Child Protection Policy.

4.7.20 Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met.

A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines are established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, catering staff, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times.

The Trust takes all allergies seriously and it is important that parents inform the school immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Specific details of how food safety is managed in Trust schools is included in the schools' organisation and arrangements documentation. See [Annexe 1](#) for the Food Allergy and Intolerance policy.

4.7.21 Site security and visitors

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school. To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site,
- Have designated key holders
- Engage the services of an alarm monitoring company

Further details are set out in the schools' local health and safety organisation and arrangements documentation.

4.7.22 Medicines

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The Trust maintains a specific Supporting Pupils with Medical Needs in School Policy.

5. Monitoring

- 5.1** Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Board, or sub committees with delegated responsibility, to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy.
- 5.2** The Board of Trustees through its delegated duties will ensure that:
- Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
 - Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
 - The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
 - There are procedures to implement new and changed legal requirements and to consider other external developments and events;
 - Sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
 - Workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
 - Senior manager appraisals include an assessment of their contribution to health and safety performance;
 - Contractor performance is reported and reviewed;
 - Supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.
- 5.3** To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without unacceptable risk to health and where appropriate to the Environment, the following procedures for monitoring have been established:
- Annually the Trust's premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
 - Annually the Trust's premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
 - Principals and managers are required to routinely carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
 - All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
 - Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities. Where appropriate the manager responsible or another

Senior Manager will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.

- The Health and Safety Review Group will monitor and quality assure health and safety practice through, for example, analysing accident/incident data and the preparation of statistical information to assist the annual review.
- The compliance status of all schools will be monitored using compliance management software. Dashboards confirming compliance status will be prepared by the Trust's central office and shared with Principals and other leaders to support the overall management of health and safety.
- This Health and Safety Policy will be reviewed routinely and at least every 3 years to ensure it continues to satisfy the aims and objectives of the Board.

6. Consultation Machinery

6.1 This Policy acknowledges the importance of involving all members of the school community in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety. This is achieved through:

- Principals and Senior Managers will routinely liaise with and consult with staff directly on matters relevant to health and safety in accordance with the Consultation with Employees Regulations.

6.2 All Trust schools and central services will operate regular staff consultation meetings in a manner consistent with local arrangements, with Health and Safety as a standing agenda item to cover items such as but not limited to:

- Monitor and review the general working arrangements for Health and Safety including the Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

6.3 All members of the school community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Head Teachers or to the Board itself. Before making any decisions which could have health and safety consequences for staff, the Trustees and/or Chief Executive Officer will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

7. Emergency Plans

7.1 The Principal will ensure that emergency plans are prepared to cover all foreseeable major incident types which could put at risk the occupants or users of the academy. This will include evacuation and 'invacuation' (lockdown) arrangements. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

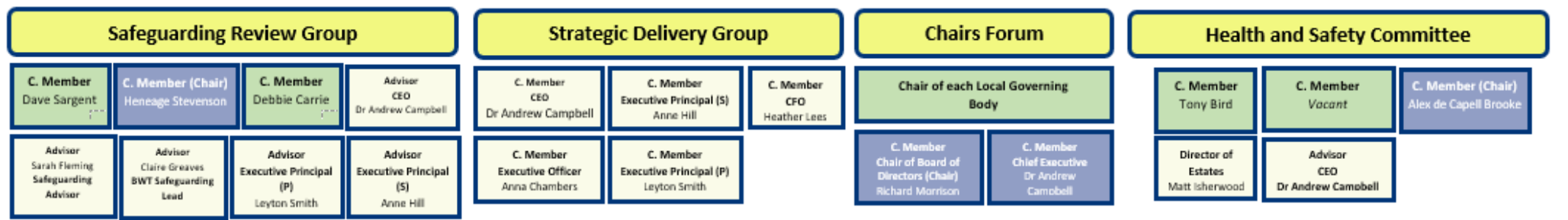
- Save life
- Prevent injury
- Minimise loss.

This sequence will determine the priorities of the emergency plan.

8. Policy Review

- 8.1** The Health and Safety Policy is to be monitored and reviewed on a regular basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Trust. It will be reviewed every three years or:
- at other regular intervals as instructed by the Board or Chief Executive Officer
 - after accidents, incidents and near misses generate significant cause for concern
 - after any significant changes to workplace, working practices or staffing
 - after any form of notice has been served
- 8.2** Benchmarking may be used as a tool to support the review of the Health and Safety Policy. Benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publish an annual report, statistics and a bulletin, all of which may be used for this purpose.
- 8.3** There are several reasons to review the Health and Safety policy such as, but not limited to: Significant organisational changes have taken place.
1. There have been changes in key personnel.
 2. There have been changes in legislation and/or guidance.
 3. New work methods have been introduced.
 4. There have been alterations to working arrangements and/or processes.
 5. There have been changes following consultation with employees.
 6. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
 7. Information from manufactures has been received.
 8. Advice from an insurance company has been received.
 9. The findings of an external Health and Safety Audit has been received.
 10. Enforcement action has been taken by the HSE or Local Authority (LA).
 11. A sufficient period of time has elapsed since the previous review.

- Board and Member Function
- Subcommittee Function
- Best Practice Review Group
- Board Member
- Committee Member
- Executive Team



Local Governing Bodies

- | | | | | | | | | | |
|---|---|---|--|---|--|---|---|--|---|
| Brooke Weston Academy
Shaun Strydom
Chair: Vikki Williams | Thomas Clarkson Academy
Richard Scott
Chair: David Bailey | Corby Technical School
Angela Reynolds
Chair: Gary Campbell | Corby Business Academy
Simon Underwood
Chair: Niel Aveyard | Kettering Science Academy
Tony Segalini
Chair: Steve Barton | Compass Primary Academy
Jo Fallowell
Chair: Tina Prati | Gretton Primary Academy
Jane MacDonald
Chair: Tim Eaton | Beanfield Primary Academy
Sam Eathorne
Chair: Stephen Prati | Oakley Vale Primary School
Emma Goodwin
Chair: Stephen Prati | Peckover Primary School
Carrie Norman
Chair: David Oliver |
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Annexe

Food Allergy and Intolerance Policy and Procedures

Associated Policies

- Supporting Pupils with Medical Needs in School

REVIEWED: March 2021

NEXT REVIEW: March 2024

1. Policy Statement

- 1.1 This policy is concerned with a whole Trust approach to the health care and management of those members of our community suffering from specific food allergies.
- 1.2 The Trust are aware that children, staff and visitors who attend its academies may suffer from food allergies and we believe that these allergies should be taken seriously and dealt with in a professional and appropriate way.
- 1.3 The Trust's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.
- 1.4 The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting school.
- 1.5 The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at any of the Trust's academies. This is achieved by:
 - The establishment of effective risk management practices to minimise the student, staff and visitor exposure to known trigger foods.
 - Staff training and education to ensure effective emergency response to any allergic reaction situation.

2. Who does this policy apply to?

- 2.1 This applies to all staff, students, parents/carers and visitors of the academies within Brooke Weston Trust.

3. Definitions

- 3.1 **Allergy** – A condition in which the body has an exaggerated response to a substance (eg. food and drug) also known as hypersensitivity.
- 3.2 **Allergen** – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- 3.3 **Anaphylaxis** – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- 3.4 **Epipen** – Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.
- 3.5 **Minimised Risk Environment** – An environment where risk management practices (eg. risk assessment) have minimised the risk of (allergen) exposure.
- 3.6 **Health Care Plan** – A detailed document outlining an individual child's condition treatment, and action plan for location of Epipen.

4. Procedures for allergy management

- 4.1 To support allergy management in general, across the Trust's academies there will be:
- The involvement of parents and staff in establishing individual Health Care Plans.
 - The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
 - Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
 - Age-appropriate education of the children with severe food allergies.
- 4.2 To enable effective management of medical information:
- Each academy will seek updated information via medical forms at the commencement of each calendar year.
 - Furthermore, any change in a child's medical condition during the year must be reported to the academy's catering team.
 - For students with an allergic condition, the Trust requires parents/carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
 - The academy will ensure that a Health Care Plan is established and updated for each child with a known allergy.
 - Practitioners of children and key staff are required to review and familiarise themselves with the medical information.
 - Action plans with a recent photograph for any students with allergies will be posted in relevant rooms (with parental permission) (primary only)
 - Action plans with a recent photograph for any students with allergies will be visible to catering staff within the till system (with parental permission) (secondary only)
 - Where students with known allergies are participating in school excursions, the risk assessments must include this information.
 - The wearing of a medic-alert bracelet is permitted by the Trust.
- 4.3 Where EpiPens (Adrenalin) are required in the Health Care Plan:
- Parents/carers are responsible for the provision and timely replacement of the EpiPens.
 - The EpiPens are located securely in relevant locations approved by the Principal.
- 4.4 In the event of a child suffering an allergic reaction
- The academy will delegate someone to contact the child's parents/carers.
 - If a child becomes distressed or symptoms become more serious telephone 999
 - Keep calm, make the child feel comfortable and give the child space.
 - If medication is available, it will be administered as per training and in conjunction with the 'Supporting Pupils with Medical Needs in School Policy'.
 - If parents/cares have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- 4.5 Food allergy procedures for Trust primary and secondary academies are included in the below annexes.

5. Responsibilities for allergy management

Parents/carers

- 5.1 Parents/carers are responsible for providing, in writing, ongoing accurate and current medical information to the school.
- 5.2 Parents/carers are to send a letter confirming and detailing the nature of the allergy, including:
 - The allergen (the substance the child is allergic to)
 - The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
 - What to do in case of allergic reaction, including any medication to be used and how it is to be used.
 - Control measures – such as how the child can be prevented from getting into contact with the allergen.
 - If a child has an allergy requiring an epipen, or the risk assessment deems it necessary, a “healthcare plan” must be completed and signed by the parents.
- 5.3 It is the responsibility of the parent/carer to provide the school with up-to-date medication/ equipment clearly labelled in a suitable container.
- 5.4 In the case of life saving medication like Epi-pens the child will not be allowed to attend without it.
- 5.5 Parents/carers are also required to provide up to date emergency contact information.

Staff

- 5.6 Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.
- 5.7
 - If a child’s Enrolment Form states that they have an allergy then a Health Care Plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The assessment should be stored with the child’s Health Care Plan.
 - Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child’s needs.
 - All staff who come into contact with the child will be made aware of what treatment/medication is required by the academy and where any medication is stored.
 - All staff are to promote hand washing before and after eating.
 - Snack time biscuits and snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending.
 - All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
 - However, staff cannot guarantee that foods will not contain traces of nuts.
 - All tables are cleaned with an approved solution.
 - Children are not permitted to share food.
 - As part of the staff first aid course, Epipen use and storage will be discussed.

- The academy may ask the parent/carer for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff will liaise with parents/carers about snacks and any food-related activities.

6. Policy Review

- 6.1** This policy will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes.

Brooke Weston Trust Food Allergy Procedure Primary Schools

The purpose of this document is to outline the Trusts procedures in the mitigation of any risks to its students, staff or visitors with a **known** food allergy.

- Menus will have descriptions and a full list of allergens contained in each dish. This includes main meals, accompaniments, snack options, cold lunch bags, desserts and drinks.
- A detailed allergen advice document will be displayed in any area where food is being served (this includes classrooms). The catering lead or responsible person at each school will ensure the allergen advice is given to all catering staff, lunchtime supervisors and any other persons who are responsible for delivering food to a designated area.
- **When using the dining hall.** A full briefing of menu choice and allergens will be given by the catering lead or responsible person before lunch service commences.
A member of school staff will be in the dining hall with a register for each class/year group which will be checked as the children come through the dining hall. The register will contain a list of all children who are eating, what they are eating and what allergies the student may have. The member of staff will give the student an easily identifiable tool i.e. coloured band/lanyard/lollypop stick/allergen card etc. to allow catering staff to easily identify which students have allergies and which do not. The member of the catering team will then ensure the food given to each child is safe for them to eat.
- **When using classrooms or other designated areas.** At the time of the catering team passing food to any other staff member for delivery, they must pass on the allergen information document and point out any food boxes that are for students with allergies. These boxes must be easily identifiable by a clearly marked label and or a coloured coded box. Both staff members must then sign the allergen document to say they have passed the information on and it is understood.
- Any pre-packaged foods being **delivered** to students or staff who have a **known** food allergy will be clearly labelled with the following information:
Name:
Class:
Known allergies:
- A member of staff will be present in any designated area to ensure all students with allergies are given food that is safe for them to eat.
- A copy of the allergen document must then be left in the designated area for reference at a later time.
- As of the 1st of October, with the introduction of Natasha's Law **all** pre-packaged products will be clearly labelled. A full list of ingredients and any allergens contained within the product will be highlighted to make identifying these ingredients easier.

Brooke Weston Trust Food Allergy Procedure
Secondary Schools

The purpose of this document is to outline the Trusts procedures in the mitigation of any risks to its students, staff or visitors with a **known** food allergy.

- Menus will have detailed descriptions and a full list of allergens contained in each dish. This includes main meals, accompaniments, snack options, cold options, desserts and drinks.
- All students with a known allergy must have this information displayed on the school's payment system allowing catering staff to easily identify students with allergies. These students will also be made known to catering staff by the school pastoral team so they can help these students to understand what they can and can't have and why they can or can't have it.
- A detailed allergen advice document will be displayed in all areas where food is being served this is to include coffee shops and sixth form areas. The document will depict the daily menu selection with a detailed analysis of any allergens contained in the dishes and the accompaniments that go with each dish. We will also display any **may contain** advice that is stated on any products not produced on site. The catering lead is responsible for ensuring the allergen advice is correct and displayed in an area easily visible to students and staff. They will also hold a daily team briefing to discuss the menu and inform other catering staff of what allergens are contained in each dish.
- As of the 1st of October, with the introduction of Natasha's Law all pre-packaged products will be clearly labelled. A full list of ingredients and any allergens contained within the product will be highlighted to make identifying these ingredients easier.