



**MOSAIC**  
LEARNING TRUST  
Raising Aspirations,  
Empowering Futures

# HEALTH AND SAFETY POLICY

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## 1. Health and Safety Policy Statement

1.1. At Mosaic Learning Trust we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, students, contractors and visitors. We want to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we will be encouraging everyone who works at Mosaic Learning Trust to actively take part in and support this policy.

1.2. Mosaic Learning Trust recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its regulations, which affect its activities. In order to comply with the associated regulations, Mosaic Learning Trust will:

- Provide the necessary information, instruction, training and supervision to ensure the health and safety of its employees and others
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work
- 'So far as is reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives
- Ensure that effective planning, control, and monitoring of all activities are maintained
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury or ill health.
- Comply with relevant legislation, regulations and safe working practices.

## 2. Legislation

2.1. This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

- 2.2. The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues.
- 2.3. Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).
- 2.4. This policy complies with our funding agreement and articles of association.

### 3. Roles and Responsibilities

- 3.1. The overall responsibility for health and safety matters in the academies lies with the Trust Board, but delegates responsibility for the strategic management of such matters to the school's governing body. The governing body delegates operational matters and day-to-day tasks to the Headteachers / Division Lead and their staff members.
- 3.2. The support of employees at Mosaic Learning Trust and others is necessary to achieve the objectives of the Health and Safety Policy and Mosaic Learning Trust make it clear that health and safety is a responsibility of equal standing with all other responsibilities. We, at Mosaic Learning Trust, will strive to improve the health and safety culture throughout the organisation at all levels.
- 3.3. School staff have a duty to take care of students in the same way that a parent/carer would do so.  
Staff will:
  - Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
  - Co-operate with the school on health and safety matters
  - Work in accordance with training and instructions
  - Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
  - Model safe and hygienic practice for students
  - Understand emergency evacuation procedures and feel confident in implementing them
- 3.4. Students and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- 3.5. Contractors will be selected on the basis of competence and suitability to undertake the required work. Prior to work commencing, the contractor will agree health and safety practices with the Estates / Site Manager and Operations Manager. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment, method statements and safe systems of work for all their planned work. In addition, contractors must provide evidence of adequate insurance cover and safeguarding checks which comply with the Trust policies and Keeping Children Safe in Education guidance.
- 3.6. All contractors will be issued the Trusts 'control of contractors rules and safety guidelines' prior to any work commencing. These guidelines cover RAMS, substances (COSHH), working at heights, hot works etc.

### 4. Hazard Reporting

- 4.1. Mosaic Learning Trust is committed to providing a healthy and safe working environment for staff, students, visitors, and contractors. In order to maintain a safe workplace, it is essential that any hazards are identified, reported and necessary temporary control measures used until repairs or replacements can be put in place.
- 4.2. Staff, students, visitors and contractors all have a duty to report hazards in the workplace which they

- 4.3. feel may be unsafe or have the potential to injure or cause harm. Hazards should be reported to the school Site Manager / Operations Manager in person or logged on the Every system as soon as possible. If a hazard is identified, where it is safe to do so, make area safe without putting yourself or others at risk and stop people entering this area.
- 4.4. On being informed of the hazard, Estates staff and the Senior Leadership Team should take the appropriate action to remove or minimise the hazard, provided it is safe to do so.
- 4.5. Under the Management of Health and Safety at Work Regulations employees must inform their line managers of any work situation which they consider represents a serious and immediate danger to health and safety.
- 4.6. Recognising that some people may wish to report hazard issues anonymously and others may not have access to the Every system a Hazard Report Form is available to report any concerns in writing to the schools Site Manager / Operations Manager. Alternatively, you can report workplace hazards, unsafe working conditions, or practices via the Trust's whistleblowing policy.

## 5. Site Security

- 5.1. The schools Estates / Site Manager / Site Supervisors are responsible for the security of the school site inside and outside of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- 5.2. Each school has an appointed key holding company that and will respond to an emergency.
- 5.3. Monthly checks will be carried out on doors, windows, external perimeters alongside regular site security audits.

## 6. Fire

- 6.1. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed annually.
- 6.2. Emergency evacuations are practised at least once a term and fire alarm testing will take place once a week. The fire alarm is a loud continuous bell.
- 6.3. New staff, students, contractors, and visitors will be made aware of emergency evacuation procedure when they start. Visitors and contractors are made aware of the procedure via the visitor information sheet / control of contractor's rules and safety guidelines which details the relevant assembly points.
- 6.4. In the event of a fire:
  - The alarm will be raised immediately by whoever discovers the fire.
  - Evacuation procedures will also begin immediately
  - Fire marshals will assist in ensuring people evacuate the building safely and are confident in the routes they should take.
  - Staff, students, visitors, contractors etc will congregate at their designated assembly points.
  - Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
  - A designated member(s) of staff will take a register of all staff, visitors, contractors etc
  - Everyone will remain outside the building until the it is safe to re-enter

6.5. The schools have special arrangements in place for the evacuation of people with mobility, audio or visual needs and fire risk assessments will also pay particular attention to those with disabilities, this includes the use of emergency evacuation chairs. Staff and students with mobility or audio and/or visual needs will have a risk assessment and a personal emergency evacuation plan (PEEP) that details their specific evacuation protocol.

6.6. Please refer to the specific schools Fire Policy for further information.

#### **6.7. Responsibilities of Fire Marshals**

6.7.1. Mosaic Learning Trust requires appropriately trained Fire Marshals in each school.

6.7.2. Appropriate training will be given to all Fire Marshals before taking up the position. This will include the use and application of firefighting equipment. In certain circumstances, its use may be appropriate but only where there is no personal risk.

6.7.3. Fire Marshals must be appointed by the Headteacher and they are responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.

## **7. Control of Substances Hazardous to Health (COSHH)**

7.1. Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

7.2. Mosaic Learning Trust will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessments.

7.3. Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where risk assessments identify a need).

7.4. All employees and contractors shall abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the Line Manager, the Estates Manager or the Appointed Competent Person.

7.5. An inventory of any chemicals in use (including those used by contractors) will be maintained and the use for each chemical identified.

7.6. Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance.

7.7. The Health and Safety Management Team are responsible for ensuring that the COSHH assessments of all substances currently in use are carried out and maintaining all COSHH records and the updating of records when the inventory changes.

7.8. Mosaic Learning Trust will provide all necessary control measures identified by the COSHH Assessment, e.g. Personal Protective Equipment (PPE).

- 7.9. Where substances need to be disposed of they will be through an approved licensed company, and records retained.
- 7.10. Substances should not be decanted into other containers unless they are suitable and correctly labelled.
- 7.11. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- 7.12. Please refer to the specific schools COSHH policy for further information.

## 8. Gas safety

- 8.1. Installation, maintenance and repair of gas appliances and fittings will be carried out by competent Gas Safe registered engineers.
- 8.2. Gas pipework, appliances and flues are regularly maintained.
- 8.3. All rooms with gas appliances are checked to ensure they have adequate ventilation.
- 8.4. Please refer to the schools Gas Distribution System Emergency Procedure for further information.

## 9. Legionella

- 9.1. Legionella risk assessments are completed annually and when significant changes have occurred to the water system and/or building footprint.
- 9.2. The Estates / Site Manager at each school is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. Little used outlets must be purged weekly for the time and temperature detailed in the risk assessment.
- 9.3. The risks from legionella are mitigated by the following:
  - Weekly flushing of outlets
  - Monthly temperature checks
  - Quarterly Shower Head / Spray Tap Disinfection
  - Six Monthly Expansion Vessel Flushing
  - Annual Calorifier Inspections
  - Annual service of thermostatic mixer valves
  - Annual legionella risk assessment
  - Annual legionella training for all Estates and Operations staff
- 9.4. Please refer to the specific schools policy for the management and control, of legionella for further information.

## 10. Asbestos

- 10.1. Mosaic Learning Trust does not undertake any form of work associated with asbestos.
- 10.2. Suitable arrangements will be introduced, to conduct assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure. A copy of the schools asbestos register will be kept by the Estates / Site Manager for use in building repairs and building alterations.
- 10.3. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

- 10.4. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- 10.5. Please refer to the specific school's asbestos register and management plan for further information.

## 11. Equipment

- 11.1. All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- 11.2. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- 11.3. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 11.3.1. Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the lead member of staff.
- Any potential hazards will be reported to the Estates / Site Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- A portable appliance test (PAT) will be carried out annually by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Please refer to the specific school's asbestos management plan for further information.

### 11.3.2. PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff ensure that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates / Site Manager immediately.
- PE, outdoor and fitness equipment is serviced annually.

### 11.3.3. Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out, are provided with DSE training, and are required to complete a DSE Assessment form. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### 11.3.4. Specialist equipment

- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

## 12. Lone Working

- 12.1. There may be times where some Mosaic Learning Trust staff will be deemed as lone working. Lone working may include:
- Late working
  - Home or site visits
  - Weekend working
  - Estate staff duties
  - Site cleaning duties
  - Working in a single occupancy office
  - Remote working, self-isolation and/or remote learning
- 12.2. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- 12.3. If lone working is to be undertaken, a colleague, friend or family member must be informed about where the member of staff is and when they are likely to return. A school contact number must be provided to the chosen colleague, friend or family member so that they can contact school if they cannot get in contact with the staff member.
- 12.4. The lone worker will ensure they are medically fit to work alone.
- 12.5. Annual Lone Working training is provided by the National College.

## 13. Working at Height

- 13.1. Mosaic Learning Trust will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. All work undertaken on roofs, even if only of an access nature, requires a 'working at height/roof work permit'.
- 13.2. In addition:
- The Estates Team retains ladders for working at height
  - Students are prohibited from using ladders
  - Staff will wear appropriate footwear and clothing when using ladders
  - Contractors are expected to provide their own ladders for working at height
  - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
  - Access to high levels, such as roofs, is only permitted by trained persons
- 13.3. All ladders / step ladders are allocated an ID number and are inspected every 6 months (3 months if used outdoors).
- 13.4. Annual Working at Height training is provided by the National College.

## 14. Manual Handling

- 14.1. All Mosaic learning Trust employees involved in manual handling operations will be given suitable and sufficient training.
- 14.2. It is up to individuals to determine whether they are fit to lift or move equipment, furniture etc.
- 14.3. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

- 14.4. Proper mechanical aids and lifting equipment are available in school, and staff are trained in how to use them safely. Lifting equipment will be regularly maintained, inspected, and certificated, this will be carried out as stated in the LOLER Regulations 1998.
- 14.5. Staff and students are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
  - Take the most direct route that is clear from obstruction and is as flat as possible
  - Ensure the area where you plan to offload the load is clear
  - When lifting, bend your knees and keep your back straight, feet apart and angled out.
  - Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- 14.6. Annual Manual Handling training is provided by the National College.

## 15. Off-site Visits

- 15.1. When taking pupils off the school premises, we will ensure that:
- All educational visits / trips have been entered onto EVOLVE and have been approved by the Headteacher and the schools Responsible Person
  - Risk assessments will be completed where off-site visits and activities require them
  - All off-site visits are appropriately staffed
  - Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details
  - There will always be at least one first aider on school trips and visits. For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

## 16. Violence at work

- 16.1. Mosaic Learning Trust believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.
- 16.2. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from students, visitors or other staff.

## 17. Smoking

- 17.1. Smoking is not permitted anywhere on any of the Mosaic Learning Trusts school premises. This includes the use of electronic cigarettes.

## 18. Lettings

- 18.1. This policy applies to those who hire any aspect of the school site or any facilities. Lettings providers will be made aware of the content of the school's health and safety policy, alongside Keeping Children Safe in Education guidance, and will have responsibility for complying with it.

## 19. Infection Prevention and Control

- 19.1. Mosaic Learning Trust will follow national guidance published by the UK Health Security Agency and UKHSA Health protection in education and childcare settings document when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice.

- 19.2. All schools already have in place baseline infection prevention and control measures that will help to manage the spread of respiratory infections. These include:
- Ensuring that all staff and students who are unwell do not attend the setting.
  - Ensuring that all staff have access to suitable personal protective equipment (PPE) as per their job / task risk assessment.
  - Ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu.
  - Ensuring occupied spaces are well ventilated and let fresh air in
  - Reinforcing good hygiene practices such as hand washing, frequent cleaning and disposal of waste
  - Ensuring adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively
  - Considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages
- 19.3. Most infectious diseases in education and childcare settings can be managed by following the advice provided in Chapter 3 of the UKHSA Health protection in education and childcare settings document and ensuring children, young people and staff follow the recommended exclusion periods.
- 19.4. Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought.
- 19.5. In the event of an outbreak, Mosaic Learning Trust will contact the relevant local authority's health protection team and will follow advice from the UK Health Security Agency about the appropriate course of action.
- 19.6. Annual Infection Control training is provided by the National College.

## 20. Risk Assessments

- 20.1. Mosaic Learning Trust will make a suitable and sufficient assessment of the risks to health and safety to employees to which they are exposed whilst they are at work and also to the health and safety of persons not in their employment (others).
- 20.2. Mosaic Learning Trust will maintain records of all risk assessments carried out. The assessments will record sufficient detail to satisfy the legislative requirements. If circumstances change the assessment will be reviewed and modified as necessary.
- 20.3. A responsible person will be assigned to implement outstanding control measures / actions, and a programme of monitoring and review will take place. A deadline will be identified for the completion of each outstanding action and review date.
- 20.4. Mosaic Learning Trust will take all preventative and protective measures necessary as identified in the risk assessment and apply the following principles:
- 20.5. If possible, to avoid the risk altogether.
- Combat risks at source.
  - Wherever possible, adapt work to the individual.
  - Take advantage of technological and technical progress.

- Form a coherent policy and approach.
- Give a priority to those measures, which protect the whole workplace.
- Risk Assessment of pregnant, new and nursing mothers, young employees and persons with specific disabilities will be addressed by the Headteacher and the appointed competent person as required.

20.6. Risk assessments and associated action plans will be the responsibility of the Headteachers assisted by the Appointed Competent Person, Estates / Site Manager and Operations Manager.

## 21.Expectant Mothers and Those That Have Recently Given Birth

21.1. Mosaic Learning Trust will carry out risk assessments whenever any employee or students notifies the school that they are pregnant. Risk Assessments will identify any hazards being detrimental to new or expectant mothers.

21.2. Upon notification of a worker becoming pregnant or a new or nursing mother, all activities being undertaken will be reassessed on a regular basis as required. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. Expectant mothers must consult with their own doctor or midwife.

21.3. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 22.Health and Wellbeing

22.1. As an employer, Mosaic Learning Trust is required to take reasonable care to protect the psychological health and safety of its employees.

22.2. Mosaic Learning Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

22.3. Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them. Systems are in place within the schools for responding to individual concerns and monitoring staff workloads. Stress risk assessments will be undertaken where necessary.

22.4. Mosaic Learning Trust also offer all staff access to the Schools Advisory Service (SAS) – Wellbeing Services who offer a comprehensive package of wellbeing support for staff designed exclusively for schools. Staff have access to outstanding teams of wellbeing experts; 24/7 access to a GP, counsellors, nurses and physiotherapists. Along with the SAS wellbeing service we also offer our staff access to our Employee Assistance Program.

## 23. First Aid and Accident Reporting

23.1. Mosaic Learning Trust will ensure that all first aid personnel across our schools will be in possession of a current First Aid Certificate and provide first aid personnel with the facilities to attend regular retraining.

23.2. All Headteachers within Mosaic Learning Trust will ensure that there is at least one First Aid at Work (FAW) trained member of staff for every 50 employees in schools that have over 50 employees, for schools under 50 employees there must be at least one Emergency First Aid at Work (EFAW) or one First Aid at Work (FAW) trained member of staff.

- First aid personnel will be responsible for ensuring that:
- First aid boxes are checked monthly to ensure that they are correctly stocked and the contents has not passed their expiry date.
- Defibrillators are checked monthly to ensure they pads and batteries are in working order.
- Correct personal protective equipment (PPE) is used whilst administering first aid within the course of their duties.
- Telephone numbers for the emergency services are prominently displayed.
- Any dressings etc. used are correctly disposed of and the correct disinfectant/cleaning of any contaminated areas is undertaken.
- Accidents beyond the capability of a First Aider are referred, immediately, to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst awaiting assistance. The First Aider will notify a senior member of staff who will ensure that the next of kin are informed.
- All accidents will be recorded without delay on the Every incident reporting system. Serious incidents reportable under RIDDOR legislation to be forwarded to Compliance Education and HSE as necessary.
- Definition of minor accident is an incident that needs treatment, e.g. plaster. A major accident/incident is if it is known to be a fracture and/or a visit to hospital is required.
- Staff report to designated First Aider who will fill in Accident/Incident Record on Every and forwarded to the Estates / Site Manager who will contact the schools Responsible Person if necessary, under RIDDOR legislation.
- Medication can only be administered following the Administering Medicines Policy.
- The Estates Manager / Operations Manager will examine the Every incident records regularly for trend analysis purposes.
- In addition to recording all accidents on Every, all accidents deemed as moderate and major will require an accident form completing.
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23.3. All accidents/incidents/near misses must be reported immediately and recorded on the 'Every' incident reporting system without delay. This enables a prompt and thorough investigation whilst evidence is still fresh and accessible.

Accidents	where an accident has occurred and harm / injury is sustained.
Incidents	where an accident has occurred and harm / injury is not sustained.
Near miss	where an incident occurred which could have (under similar circumstances) become an accident

23.4. Compliance Education / the schools appointed responsible Person will carry out an investigation into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the Estates / Site Manager and / or Operations Manager.

23.5. Responsibility for reporting under RIDDOR Regulations is that of each individual school in consultation with the Health and Safety Appointed Competent Person. The appointed competent person will review the incidents recorded on Every at regular intervals to identify any trends.

23.6. Please refer to the specific schools First Aid policy for further information.

## 24. Disability Access

24.1. Subject to the constraints imposed by the building's structure, Mosaic Learning Trust shall:

- Make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors within the definition of the Equality Act 2010.
- Staff who are, or become, disabled under the terms of the Equality Act are responsible for notifying the Headteachers who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

## 25. Training

25.1. Our staff are provided with health and safety training as part of their induction process.

25.2. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

25.3. All staff also have access to Health and Safety Training via the National College

## 26. Monitoring and Review

26.1. Mosaic Learning Trust has a Committee responsible for Health and Safety matters. It is the Committees responsibility assisted by the Appointed Competent Person to keep the Trust informed of new regulations and to ensure the school regularly reviews it policies and procedures with regards to health and safety.

26.2. This policy will be subject to a review at any time requested by the Trust or at least on an annual basis.

## 27. Links with other policies

This health and safety policy links to the following policies:

- Control of Contractor's Rules and Safety Guidelines
- Asbestos Management Plan and Register
- Fire safety policy
- Health and Safety Handbook
- Administering Medication
- CCTV Policy
- Snow and ice clearance procedure
- Emergency Management / Disaster Recovery Plan
- Safeguarding and Child Protection
- Keeping Children Safe in Education
- Supporting Students with Medical Conditions
- Accessibility Plan
- HSP 01 – Working at Heights
- HSP 02 – Portable Electrical Appliances
- HPS 03 – Control of Substances Hazardous to Health

- HSP 04 – First Aid Procedure
- HSP 05 - Procedure for passengers trapped in a lift
- HSP 06 – policy for the management and control, of legionella
- HSP 07 – Gas Distribution Emergency Procedure