

**St Mary's Catholic Primary School**  
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# **Health & Safety Policy 2018 - 2019**

**POLICY DETAILS:**

**Adopted:** September 2016

**Version Date:** October 2018

**Next Review:** October 2019

**Responsible Person:** Headteacher

## **Introduction**

It is a requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people, must prepare a written health and safety policy. The policy should contain:-

1. a statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. i.e. the Chair of the Governing Board;
2. details of the organisational structure i.e. who is responsible for what, and how they fit in with each other; and
3. details of the arrangements in place for putting that policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees

A health and safety policy also demonstrates the employers commitment to health and safety issues and how those issues can be managed.

The policy must be reviewed on a regular basis, usually annually, to ensure that it is effective and adequate. Health and safety requirements may change due to changes in legislation or the introduction of new technology for example, and therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

## **Health and Safety Policy Statement**

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

St Mary's Catholic Primary School

### **Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;

- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LA;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- regular liaison with parents to minimise the risks to pupils arriving at and leaving school;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.

## **Organisation**

Overall and ultimate responsibility for Health and Safety in the school is that of the Governing Board.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher

### ***The Governing Board will:***

- ensure so far as is reasonably practicable the health, safety and welfare of all employees at the school;
- ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- ensure so far as is reasonably practicable the health and safety of visitors to schools and volunteers involved in any school activity;
- guide and monitor the Headteacher to ensure that she keeps health and safety as a high priority in the day-to-day management of the school;
- appoint one of the Governors to be the Governor for Health and Safety;
- consider the health and safety implications of policies and guidance issued by Brent Children's Services and the Diocese;
- draw up and issue it's own policies and guidance on curricular and non-curricular topics where necessary paying particular attention to health and safety aspects;

- discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Board.

**Headteacher:**

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable ensure that:-

- the school's Health and Safety Policy and associated procedures are implemented and adhered to at all times;
- all members of staff know, understand and accept their health and safety duties and responsibilities;
- adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- the Governing Board is advised of health and safety implications when undertaking the management of the school budget;
- all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- all pupil accidents (however minor) are sufficiently recorded, complete with date, description, attention administered and signed off by the person dealing with the incident. Staff to fill out a notification form to inform parents of any incidents that required first aid and parents/carers to be informed on collection of the child involved;
- all serious accidents are recorded and where necessary investigated and reported to the LA's Health and Safety Officer as soon as possible and also reported to the Governing Board in the Headteacher termly report. In the event of a major injury, the Chair of the Governing Board will be informed;
- if any contagious disease is contracted, a record is kept and appropriate containment action is taken;
- all acts of violence and bullying are recorded and that they are reported to the Governing Board as appropriate;
- fire procedures are widely published and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- adequate welfare facilities are provided and maintained for staff and pupils;
- periodic safety inspections of the school are carried out;
- there is consultation with any accredited staff Safety Representative on matters of health, safety and welfare;

- contractors working in the school are properly appointed and managed and that they report before work commences in order to ascertain work details and agree safety procedures;
- in the Headteacher absence, health and safety duties are delegated as appropriate;
- risk assessments are undertaken and reviewed as appropriate;
- and the school's policies reviewed and updated as appropriate.

### ***Teaching and Support Staff:***

All staff shall, where appropriate and so far as is reasonably practicable:-

- ensure that the Health & Safety policies of the school are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely, following the pre-discussed fire procedures, found displayed in every classroom;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent, aggressive or inappropriate behaviour is stopped, reported to the Teacher and/or Phase Leader;
- ensure that pupils are adequately supervised lunchtimes and play times;
- ensure that whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies including awareness of and adhering to any medical conditions. i.e asthmatics have their inhalers with them;
- ensure that whilst transporting pupils by coach, safety seatbelts are worn and the LA's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions, risk assessments and supervision are undertaken;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the express permission of the Interim Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare;
- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know;
- ensure that their own personal security badges are worn at all times on site and that they clock in and out promptly and accurately.
- ensure vigilance in terms of any security breaches for example open gates, exterior building doors, and intruders, alerting the office if there is any adult without a security/visitors badge.

### **Pupils**

All pupils must:-

- co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to a teacher.

In addition, union accredited safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per term.

## **Arrangements**

- 1.0 Health and Safety Risks Arising From our Work Activity
- 2.0 Consultation with employees
- 3.0 Safe Plant and Equipment
- 4.0 Safe Handling and Use of Substances
- 5.0 Information, Instruction and Supervision
- 6.0 Competency for Tasks and Training
- 7.0 Accident, First Aid and Work Related Ill Health
- 8.0 Monitoring
- 9.0 Emergency Procedures – Fire and Evacuation
- 10.0 Visitors to School Premises
- 11.0 Contractors and Safety
- 12.0 Educational Visits / Extra Curricular Activities
- 13.0 School Security
- 14.0 Occupational Health Services and Stress
- 15.0 Violence, Behaviour, Bullying and Harassment
- 16.0 Health and Safety in the Curriculum
- 17.0 Health and Safety in the Classroom
- 18.0 Caretaker
- 19.0 Health and Safety in the Office

### **1.0 Health and Safety Risks Arising From our Work Activity**

- Risk assessments will be undertaken by  
Headteacher, Bridget Pratley or his nominated person connected to that area of risk.

- The findings of the risk assessments will be reported to  
Governing Board

- Action required to remove / control risks will be approved by  
Governing Board

Headteacher, Bridget Pratley

will be responsible for ensuring the action required is implemented.

Governing Board

will check that the implemented actions have removed / reduced the risks.

- Assessments will be reviewed every year, or when the work activity changes, whichever is soonest.

### **2.0 Consultation with employees**

- Employee representative(s) are:-  
June Gibson, Finance Assistant

- Consultation with employee is provided by:-  
Headteacher: Bridget Pratley

### **3.0 Safe Plant and Equipment**

Site Supervisors: Alicia Farrugia  
School Business Manager: Amita Bajaj

will be responsible for identifying all equipment / plant needing maintenance.

Headteacher: Bridget Pratley

will be responsible for ensuring effective maintenance procedures are drawn up.

Site Supervisors: Alicia Farrugia  
Headteacher: Bridget Pratley

will be responsible for ensuring that all identified maintenance is carried out.

- Any problems found with plant / equipment should be reported to:-

Site Supervisors: Alicia Farrugia  
School Business Manager: Amita Bajaj

Headteacher: Bridget Pratley  
School Business Manager: Amita Bajaj

will check that new plant and equipment meets health and safety standards before it is purchased.

- No unauthorised electrical equipment is to be used on school/library premises without the express permission of the Headteacher.
- PAT testing of all electrical appliances and equipment takes place every 12 months in May.

#### **4.0 Safe Handling and Use of Substances**

Site Supervisors: Alicia Farrugia  
School Business Manager: Amita Bajaj

will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Headteacher: Bridget Pratley

will be responsible for ensuring that all actions identified in the assessments are implemented.

- Assessments will be reviewed every 2 years or when the work activity changes or the constituents of the product change, whichever is the sooner.

#### **5.0 Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in

Staff Room and Reception

- Supervision of young workers / trainees will be arranged / undertaken / monitored by

Headteacher: Bridget Pratley



Headteacher: Bridget Pratley  
Site Supervisors: Alicia Farrugia

is responsible for ensuring that our employees working at locations under the control of other employers are given any relevant health and safety information.

### **6.0 Competency for Tasks and Training**

- Induction training will be provided for all employees by

Headteacher: Bridget Pratley

- Job specific training will be provided/arranged by

Headteacher: Bridget Pratley

- Specific jobs requiring special training are:-

Delivered by specialist organisations if training cannot be delivered 'in-house'

Training records are kept by

School Business Manager: Amita Bajaj

Training records are located at

School Business Manager's Office

Training will be identified, arranged and monitored by

Headteacher: Bridget Pratley  
Deputy Headteacher: Susana Marland  
School Business Manager: Amita Bajaj

### **7.0 Accident, First Aid and Work Related Ill Health**

- The first aiders and/or appointed persons\* are (delete as appropriate):-

*See Appendix 1*

- The first aid areas and where box(es) are kept are:

**The Reception Office** – This houses a fully equipped First Aid Kit and Accident Book and access to an outside line and the internal phone system. This is for minor injuries and ailments. Children who have minor injuries are seen by the Teaching Assistant assigned to the Year group. If there is something the Teaching Assistants are unable to deal with the pupils are sent to the Reception Office where the receptionist on duty will make contact with the pupil's parent / guardian so that the pupil is collected.

**KS1 Playground** – Key Stage 1 lockable First Aid Box is fixed to the wall. The Teaching Assistant assigned to the pupils has access to the medical equipment and an area to administer First Aid. This is predominantly used during lunchtimes for all minor injuries and ailments. Infant Accident Record Book is also kept here.

**Reception Playground** - The Teaching Assistant assigned to the pupils has access to the medical equipment and an area to administer First Aid. This is predominantly used during lunchtimes for all minor injuries and ailments.

- All accidents and cases of work-related ill health are to be recorded in the accident book which is located at

The main reception office

- All serious accidents/incidents/disease and dangerous occurrences will also be reported to the governor with responsibility for Health and Safety, the LA and the Health & Safety Executive as required, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- All serious accidents/incidents will be investigated, in order to prevent a recurrence of the accident/incident.

### **8.0 Monitoring**

- To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

carry out spot check visits at a frequency of:-

once a week by Site Supervisor: Alicia Farrugia

conduct a full workplace inspection at a frequency of:-

once a week by Site Supervisor: Alicia Farrugia

conduct health and safety audits at a frequency of:-

once a year

- Termly classroom inspections should be carried out by the teacher responsible for that classroom.
- The Site Supervisor: Alicia Farrugia is responsible for carrying out weekly inspections in all communal areas e.g. corridors, halls, dining room etc.
- Any problems identified must be reported to the Headteacher: Bridget Pratley and/or School Business Manager immediately.

Headteacher: Bridget Pratley

is responsible for investigating accidents.

Headteacher: Bridget Pratley  
Deputy Headteacher: Bridget Pratley  
School Business Manager: Amita Bajaj

are responsible for investigating work-related causes of sickness absence.

Headteacher: Bridget Pratley

is responsible for acting on investigation findings to prevent a recurrence.

### **9.0 Emergency Procedures – Fire and Evacuation**

Site Supervisor: Alicia Farrugia  
Health and Safety Committee

is responsible for ensuring the fire risk assessment is undertaken and implemented.

*See Appendix 2*

have been appointed as fire wardens / search officers.

- Escape routes and exits are checked by

Site Supervisor: Alicia Farrugia  
Health and Safety Committee

at a frequency of

once every half term

- Fire extinguishers are maintained and checked by

WJ Fire Limited

at a frequency of once every year.

- Alarms are tested by

Site Supervisor: Alicia Farrugia

at a frequency of

Once a term

- Emergency evacuation / fire drills will be carried out at a frequency of

Once a term

- Records will be kept in

Finance Office and Site Supervisors office

### **10.0 Visitors to School Premises**

- Any person visiting the premises is requested to make an appointment prior to the visit where practicable.

Identifiable visitors and other persons who may be affected include:-

- invited guests and visitors to the school;
  - volunteers and students;
  - parents at events such as Fundraising / Christmas Events etc;
  - users of school property out of school hours such as an aerobics class or a football club;
  - coach drivers or other persons encountered on an external trip or holiday;
  - contractors at the school (other than their own work activity, which they themselves are responsible for);
  - independent service providers/consultants;
  - LA employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
  - deliverers of goods, meter readers etc;
  - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must report to the reception / main office and sign the visitors book unless alternative arrangements have previously been arranged with the Headteacher e.g. contractors may wear ID badges.
  - All visitors will be issued with a blue-ribboned visitors badge which is to be worn for the duration of the visit and visible at all times. The reverse of this badge has key bulletpoints relating to safeguarding and health & safety.

- All visitors receive a 'Visitors Information Leaflet' giving further information relating to safeguarding and Health & Safety.
- On departure, visitors must sign-out the visitors book and return their badge at the Reception office.

### **11.0 Contractors and Safety**

- All contractors are required to have a briefing by the Site Supervisor: Alicia Farrugia, outlining our Health and Safety protocols, our fire procedures and emergency procedures. All contractors must fill in relevant documents in the Health and Safety Folder with the Site Supervisor: Alicia Farrugia.
- All contractors are required to sign in and wear a visitor's badge.
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.
- If working in certain areas outlined in our Asbestos Report, contractors must read this report and sign the Register of Readers document. This is the responsibility of the Site Supervisor: Kasia Swist

Site Supervisors: Alicia Farrugia

is responsible for monitoring contractors activities whilst on site.

- Under no circumstances will contractors be allowed to use equipment belonging to the school without the express permission of the Headteacher

### **12.0 Educational Visits / Extra Curricular Activities (in schools)**

- The Headteacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.
- The Educational Visits Co-ordinator for the school is

**Headteacher: Bridget Pratley**

- All educational visits must be authorised by the Headteacher in advance.
- The Headteacher Educational Visits Co-ordinator will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.
- Adult supervision will be at least  per  pupils.

- Parental consent is to be sought and requested in writing.
- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T.certificates.

### **13.0 School Security**

- External gates are locked during school hours and for Out of School Clubs
- CCTV is used to monitor security and review reported incident
- Signposting to main reception area is in place
- Security lighting is in place

### **14.0 Occupational Health Services and Stress**

- Occupational health services are contracted as required from appropriate providers.
- If the Headteacher feels it is necessary to refer a member of staff to Occupational Health, she will determine which provider is appropriate.
- The school will monitor staff for signs of stress and intervene as necessary.
- Counselling sessions are currently not provided but the school looks for ways to ensure they are able to make referrals elsewhere.

### **15.0 Violence, Behaviour, Bullying and Harassment**

- Efforts will be made to train all staff in how to handle violent and aggressive situations.
- If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation. When possible, notify any member of the Senior Management Team.
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto the playground, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff should be considered.
- The school will address bad behaviour, bullying and harassment involving pupils by

visit to Headteacher: Bridget Pratley, meeting with parents of the child. Monitoring of situation; sharing with all members of the staff where appropriate.

- The school will address good pupil behaviour by

Awarding house points, certificates at assembly, additional play time.

- The school will address bullying and harassment involving staff by

Headteacher, Bridget Pratley and Deputy Headteacher, Susana Marland will meet and discuss and review outcomes of any investigation meetings. If it transpires that bullying and harassment have taken place the school will use of the formal procedures.

### **16.0 Health and Safety in the Curriculum**

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented.
- Risk Assessments to be carried out if sufficient risk is identified for a particular activity or topic.
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

### **17.0 Health and Safety in the Classroom**

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom.
- The monitoring system referred to above will be used to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out.
- Teachers to fill out initial concern/Hazards Form and alert Site Supervisor Alicia Farrugia as soon as possible.
- Pupils will be encouraged to report any hazards to a teacher.

### **18.0 Site Supervisors**

The role of the Site Supervisors is to ensure the smooth running and security of the school premises, including maintaining a clean and hygienic condition. Not only has he got to look after his own safety, but he has a major role in the safety of all the school population.

The basic duties are:

- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary and advising the School Business Manager of any necessary repairs that he/she is not able to carry out.
- keeping the maintenance log book up to date;
- lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- being responsible for aspects of health & safety and fire safety. For example, identifying hazards and taking remedial action and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- lifting and moving equipment, deliveries and supplies. This would include assisting with moving furniture and equipment, carrying stationery supplies and transporting other deliveries and, where possible, this should be done with the aid of handling devices.

#### ***19.0 Health and Safety in the Office***

- Offices will be safe areas and hazards will be identified and the appropriate control measures will be implemented.
- The monitoring system is intended to ensure that any hazards in the office are identified and that regular inspections of the area are carried out.
- Office personnel will be encouraged to report any hazards by means of filling out Initial Concern/Hazards Form and alerting the Site Supervisor Alicia Farrugia as soon as possible.

#### ***Appendix 1***

#### **QUALIFIED FIRST AIDERS**

**2017 / 18**

***The staff below attended the First Aid training session held on***



Maggie McDonagh	9 <sup>th</sup> December 2015
Christina Pimenta	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Esther Ryan	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Mary Horan	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Guiliana Sartori	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Adrianna Scuderi	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Magda Georgeois	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Deirdre Sheehy	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Alberto Montoya	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Laura Fernandez	4 <sup>th</sup> / 5 <sup>th</sup> September 2017
Bonny Harrington	January 2016

**Appendix 2**

<b><i>Fire Trained and Fire Warden Trained – 06/10/2016</i></b>	
MAGDA GEORGEOIS	BONNY HARRINGTON
EMMA PLUMMER	AMITA BAJAJ

DEIRDRE O'DONNELL	JUNE GIBSON
ESTHER RYAN	ALICIA FARRUGIA
GIULIANA SARTORI	MARY HORAN
ADRIANNA SCUDERI	CHRISTINA PIMENTA