



Health and Safety Policy

Policy Number - 35

Document Management Information

Applicable to:	All Staff, Pupils, Trustees, Members of the Trust and members of the public who use Trust facilities
Dissemination:	Trust website and NET Frameworks and Policies for all staff Teams A signed copy of 35a H&S Policy Statement is to be displayed on Health and Safety notice board and website of each school
Linked policies:	10 - Safeguarding and Child Protection Policy 09 - Disciplinary Policy 05 - Data Protection Policy 17 - Lone Working Policy 46 - Mental Health Policy 48 - Supporting Pupils with Medical Needs Policy 57 - Intimate Care Policy 14 – Educational Visits Policy School's Health & Safety Policies (held locally) Business Continuity and Critical Incident Plan
Implementation:	Trust wide through Trust Leaders
Training:	Health and Safety Essentials (iHasco) and Fire Awareness – All Staff
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1. INTRODUCTION

This policy applies to all employees, pupils, Trustees and Members of the Trust, contractors, visitors and members of the public in use of the Trust facilities.

It is the responsibility of all individuals in the Trust to familiarise themselves with this policy and comply with its provisions.

As a responsible employer, Nene Education Trust (herein referred to as the Trust) is committed to honouring our legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 associated regulations and codes of practice, whilst continuing in our mission of raising Aspirations, Developing Character and ensuring a Positive Environment.

The Trust recognises and accepts our responsibilities and duties to conduct our operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations 1999, where significant risks are identified, risk assessments will be undertaken and arrangements will be made for any necessary preventative and protective measures to be put into place, as far as is reasonably practicable, using a sensible risk management approach.

To achieve these objectives, we will strive to:

- Conduct all activities safely and in compliance with legislation and, where possible, best practice.
- Provide safe working and learning conditions.
- Ensure that any hazardous equipment and substances across the Trust are managed and used safely and wherever possible replaced with less hazardous alternatives, whilst enabling an exciting and innovative curriculum to be delivered.
- Ensure that a systematic approach to the identification of risks is undertaken promoting the principles of sensible risk management, with resources appropriately allocated based on priority of risk.
- Provide suitable information, instruction, training and supervision to our staff, pupils and all others who may require it.
- Reduce the number of accidents, incidents, and cases of work-related ill health with specific focus on those incidents that may cause serious and significant injury or long-term ill health.
- Promote a positive health and safety culture that is demonstrated by open communication and consultation with our managers and staff leading by example to establish a whole Trust commitment to the importance of health and safety both within our workplaces and schools and extending into our wider communities to support and embed "working safely".
- Ensure that all Trust staff and pupils' safety needs are considered and supported.
- Monitor, review and modify this policy and any arrangements at regular and suitable intervals.

At the Trust, health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our health, safety, and wellbeing commitments.

This policy shall be brought to the attention of all members of staff. A copy of the associated **H&S Policy Statement** is to be displayed on the Health and Safety notice board in each school. A reference copy of the full Health and Safety policy document and associated procedures is to be kept in the school office and must be readily available.

This policy has been subject to an annual review or earlier should there be a need based on significant organisational or legislative change.

2. DEFINITIONS

Trust means Nene Education Trust including the Central Team and all centrally run operations.

School means all Schools/Academies within and/or part of the Trust.

Executive Leadership Team means the Chief Executive Officer ("CEO") and the direct line management reports of the CEO (the "Directors").

Senior Leadership Team ("SLT") means the Principal, Vice Principal, and other senior members of staff at each school.

Principal means any member of staff acting as the ultimate responsible person in a school.

Central Team means any member of staff, working directly for the Central Team whether at the Head Office or within a school.

Estates Team means the Estates Managers and the direct line management reports of the Estates Managers including but not limited to; Site Supervisors, Facilities Assistants, Caretakers, Cleaners, and any member of staff fulfilling an estates type role.

Human Resources Team ("HR") means any member of staff working within the Central Team with a specific human resources type role.

Staff means any member of staff whether paid or unpaid and an employee of the Trust.

3. LEGISLATION

This policy is based on advice from the Department for Education on health and safety 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 1999, 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 and any amendments, 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.

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

4. ROLES AND RESPONSIBILITIES

Trust Level – Roles and Responsibilities

Trust Board

The Trust Board accepts their overall legal accountability as the employer to ensure compliance with health and safety legislation across the Trust and to ensure that risks particularly to staff, pupils, visitors and contractors

are managed so far as is reasonably practicable. To enable the Trust Board to meet this requirement, the responsibility for day-to-day health and safety management within schools is delegated through the Trust's management structure.

The Trust Board clearly acknowledges that good health and safety is about keeping things simple, being proportionate and focusing on the real risks and will ensure that the Trust's policies and procedures are clear and concise with assessment of risk being sensible, practical, and implementable.

To ensure a positive approach is taken to health and safety, the Trust Board will:

- Ensure that the Trust has access to competent health and safety advice, including access to external specialists as required.
- Determine the Trust's Health and Safety Policy and endorse and monitor its implementation in consultation with employee representatives/Trade Unions and appointed Health and Safety Representatives in the workplace.
- Establish clear lines of accountability for health and safety to support the implementation of this policy as part of day-to-day Trust operations.
- Ensure there is a clear structure for health and safety planning, measuring compliance, reviewing performance, and auditing and monitoring the Health and Safety Policy and its supporting procedures.
- Discuss health and safety as a standing item on every Audit and Risk Committee agenda with a timely report to the Trust Board. Trustees will receive regular reports and updates to enable them to assess the effectiveness of the policy and ensure that any necessary changes are made.
- Ensure that sufficient resources to manage health and safety, including the provision of training, are allocated as part of wider Trust financial planning.
- Hold the CEO to account for their performance with the requirements detailed within the Health and Safety Policy and its supporting procedures.
- Support and develop a culture of "working safely".

Chief Executive Officer (CEO) and Executive Leadership Team

The CEO holds overall responsibility for implementing health and safety procedures. To support the CEO in the discharging of their duties under the Health and Safety at Work Act 1974 and associated legislation, the Executive Leadership Team, and other designated roles both within the Central Team and within individual schools have delegated specific health and safety responsibilities.

To ensure the health and safety of all staff and pupils, and others affected by the Trust's undertakings are managed, the CEO and Executive Leadership Team will:

- Carry out the duties as delegated by the Trust Board.
- Ensure that all policies and procedures developed for the management of health and safety across the Trust are simple, sensible, and accessible.
- Ensure that all staff with health and safety responsibilities have been provided with sufficient instruction, information, and where appropriate trained to undertake their roles.
- Ensure that suitable arrangements are in place to monitor the effectiveness of health and safety arrangements and take action as required where deficiencies are identified.
- Ensure that there are sufficient resources available to manage both proactive initiatives and reactive situations.
- Monitor the effectiveness of health and safety initiatives within Executive Leadership Team meetings and as part of the Health and Safety Group.
- Champion a positive health and safety culture, leading by example and recognising and celebrating good practice identified to embed the ethos of "working safely".

Furthermore, and to ensure that the health and safety of all staff and pupils, and others affected by the school undertakings are managed, the Executive Leadership Team will ensure that:

- School Principals fully understand the health and safety responsibilities they hold at their individual school.

- Support and guidance are given to Principals and their Senior Leadership Teams to ensure that they are undertaking their responsibilities at all times with regards to the Trust's Health and Safety Policy and supporting procedures.
- School activities whether on or off-site have been appropriately considered and risk assessed in line with a sensible risk management approach.
- Any health and safety related reports provided to support the management of health and safety within our schools are duly considered and acted upon as required.
- Resources, equipment, and training required to deliver the educational curriculum in a safe manner are sufficiently funded and available within schools.
- Any health and safety deficiencies or concerns that cannot be managed within the school are escalated to the Executive Leadership Team and, as necessary, the Trust Board to agree and find resolution and to access sufficient resources.
- Ensuring that Principals always fully satisfy Safeguarding requirements, in line with the Trust's Safeguarding Policies and the Department for Education Guidance.
- Health and safety performance is monitored and reviewed as part of routine monitoring arrangements for school improvement.
- Champion a positive health and safety culture, leading by example and recognising and celebrating good practice identified to embed the ethos of "working safely".

Director of Operations

The Trust Director of Operations has the delegated responsibility for the strategic management of health and safety of the Trust's estates, facilities, and non-education related operations. The discharging of these duties is supported and delegated within the estates Team to the Estates Managers.

To ensure the management of health and safety of all persons accessing the Trust's estate, the Director of Operations will:

- Inform the CFO and CEO of the resources (including financial) required to meet the Trust's obligations for health and safety matters within the Estates Team remit, including the provision of all equipment, resources and training required.
- Lead in the review of the Trust's Health and Safety Policy and ensure that relevant arrangements are in place through supporting procedures to manage key risks including business continuity planning and responses to serious and imminent danger.
- Working with the Executive Leadership Team, ensure that each school has adopted the Trust's Health and Safety Policy and supporting procedures, providing technical expertise and assistance as required and supporting local implementation.
- Support with the development and provision of key risk assessments for adaptation at local level to manage and control Trust wide and site-specific risks.
- Ensure that all accidents, incidents, diseases, dangerous occurrences, and near miss incidents are recorded, reported, and investigated in line with the Trust's procedures and as necessary report specific incidents to the HSE under RIDDOR requirements.
- Ensure all serious incidents are appropriately investigated, including the implementation of appropriate post investigation actions.
- Collate and analyse incident data, recommend, and support implementation of improvements to address unsatisfactory data.
- Ensure that health and safety training (excluding specialised education specific training) is available to ensure relevant persons are competent.
- Contribute to the Trust's Health and Safety Group to ensure health and safety across the Trust is regularly monitored, reviewed and improvements communicated with Executive Leadership Team staff.
- Lead the monitoring and auditing of health and safety compliance across the Trust and as required, implement measures and controls to address breaches, deficiencies and gaps identified, escalating significant non-compliance issues to the Audit and Risk Committee, Executive Leadership Team, and Trust Board as appropriate.

Estates specific responsibilities

- Monitor the safe condition of the Trust's estate and lead the development and delivery of estates and Facilities specific Health and Safety Improvement plans.

- Support with the implementation of relevant controls to ensure our estates and buildings are adequately secured in line with the Trust's Safeguarding Policy and the Department for Education Guidance.
- Ensure that there is a clear and robust approved contractor procedure in place to ensure any persons providing services to the Trust are deemed to be competent to do so.
- Ensure that all works which are arranged by the Estates Team are undertaken by competent contractors in compliance with applicable legislation and delivered in a safe manner.
- Provide guidance on managing health and safety across all operations functions and specifically the management of Statutory Inspections, Asbestos, Legionella, Fire, Electricity and Management of Contractors including adhering to the Construction Design and Management (CDM) Regulations.
- Ensure that where third party contracts are in place for the provision of Trust services and specifically for catering, cleaning, waste management and planned preventative maintenance, sufficient due diligence has been completed to ensure that the contract will be delivered in line with relevant health and safety legislative and statutory requirements.
- Regularly monitor the performance of third-party contracts and address any identified deficiencies.
- Ensure that where any part of the Trust's estate is hired to external persons, groups or organisations, robust arrangements are in place to manage the access and use of our facilities and equipment safely.

Heads of Service

Heads of Service and other line managers within Central Team have a general responsibility to support the Executive Leadership Team in discharging their duties and will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

In particular they will:

- Make themselves familiar with and conform to the Trust's Health and Safety Policy and supporting procedures, including any instructions and requirements for safe methods of work.
- Proactively undertake risk assessments and oversee risk assessments undertaken by staff under their supervision using sensible risk management.
- Ensure that all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Ensure any staff under their supervision are provided with comprehensive and relevant information on the risks to their health, safety and wellbeing identified by the assessment, and the preventive and protective measures.
- Ensure that staff are suitably trained and supervised.
- Complete inductions for all new employees at the commencement of their employment and for any temporary or agency staff and inexperienced workers.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery.

Estates Managers

The Estates Managers will assist the Principals and the Trust Director of Operations to fulfil their responsibilities by overseeing the day-to-day health and safety management of the estates and non-educational specific operations. This will include:

- Ensuring day-to-day operational requirements of the Trust's Health and Safety Policy and supporting procedures are implemented.
- Coordinating and monitoring the school compliance with the Trust's school training matrix.
- Notifying the Principals of any health and safety concerns and any financial implications identified.
- Being the main point of contact for school staff for non-educational health and safety matters and to provide advice and support where possible or refer/seek further support from the Central Team or other external experts.
- Ensuring that all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.

- Developing and reviewing of risk assessments within remit or role and supporting the coordination of education specific risk assessments.
- Monitoring the condition and safety of the school estate and facilities supported by the Estates Team and reporting any concerns that cannot be dealt with at a local level to the Director of Operations.
- Ensuring any staff under their supervision are provided with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures.
- Ensuring that all certification and statutory inspections are kept up to date by the monitoring of the compliance software platform and planned preventative maintenance (PPM) schedules and taking appropriate action to resolve where deficiencies are identified.
- Working collaboratively with the Trust Central Team on all matters relating to the school's estates and non-educational operations.
- Monitoring compliance against Trust policy and procedures using internal compliance monitoring tools, external audit reports and other specific reports and assessments such as fire risk assessment, legionella risk assessment etc.

Estates Teams

The Estates Teams, led by the Estates Managers under the direction of the Trust Director of Operations will ensure that the school estates and facilities are well maintained and safe for all occupants. This will include:

- General responsibility for the application of the Trust's Health and Safety Policy and supporting procedures relevant to their own area of work, providing a positive approach towards all matters relating to health and safety, leading by example, and ensuring that requirements are met at all times.
- Ensuring that risk assessments are prepared and maintained up to date for the tasks they undertake, and any resultant safe systems of work are adopted.
- Ensuring any staff under their supervision are provided with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures.
- Ensuring risk assessments are provided by contractors and other third parties who are undertaking works in the school, including contractors employed by other colleagues.
- Being knowledgeable regarding contents of the Local Asbestos Management Plan (LAMP) for the school and making sure all contractors who are working in the school are aware of the asbestos where it is present.
- Undertaking relevant on-site testing and inspection of plant, systems, and equipment in line with the Trust's routine estate tests and inspections and record on the compliance software platform, to ensure the safety of staff, pupils, and visitors.
- Monitoring the completion of externally undertaken planned preventative maintenance (PPM) taking appropriate action to chase or flag to the Estates Managers where inspections and servicing hasn't taken place.
- Attending and engaging with all training provided and required to undertake the role in a safe manner.
- Ensuring, where appropriate, relevant expert technical advice and guidance on health and safety matters is sought.
- Advising the Estates Managers on any Estate Team requirements for health and safety equipment, tools or personal protective equipment.

Human Resources (HR) Team

In support of this policy, the HR Team has the delegated responsibility for the management of employee's wellbeing.

To ensure the wellbeing of all staff the HR Team will:

- Review and monitor employee sickness absence identifying trends and take appropriate actions to address.
- Provide support to both employees and line managers by managing sickness absence, return to work meetings and strategies.
- Support with the delivery of training to ensure line managers are equipped to be effective by dealing with employee wellbeing.

- Provide access for all staff to support services and third parties who provide support to both employees and line managers on matters relating to wellbeing.
- Manage an Occupational Health service to support employees remaining in work and returning to work during or after periods of ill health.

School Level – Roles and Responsibilities

Principal

Without limiting the accountability and responsibility of the Trust and other specifically assigned persons, Principals are responsible for the day-to-day management of health and safety within their school setting and all their educational undertakings.

Principals will be responsible for the implementation of the Trust's Health and Safety Policy and supporting procedures and will:

- Make themselves familiar with any documentation and/or instruction referring to the Health and Safety Policy and supporting procedures and maintain an up-to-date file of relevant information that is clearly communicated to all staff and is freely and easily accessible.
- Specifically ensure that they are knowledgeable of pertinent documents including emergency action plans, the fire risk assessment, the legionella risk assessment, and asbestos management plans, as applicable.
- Ensure health and safety, procedures, action plan and risk management are implemented as an integral part of business, operational planning, and service delivery.
- Ensure that they and their Senior Leadership Teams (SLT) champion the importance of health and safety within the school and strive to embed a culture of "working safely" by having it as a standing item on SLT and staff meetings and through visible leadership.
- Ensure that where health and safety responsibilities are delegated, this is clearly communicated and recorded.
- Ensure that emergency plans and arrangements are in place to cover incidents such as fire or other major incidents requiring the evacuation or invocation of buildings and/or estate.
- Ensure sufficient first aid provisions are available to deal with any emergencies that occur either on-site or as part of off-site activities/educational visits.
- Ensure that all incidents are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Lead and support the proactive identification and controlling of hazards on-site using sensible risk management, with significant risks and controls consulted on, documented, and communicated to all relevant persons in line with the Trust's essential risk assessment criteria.
- Allocate sufficient time and resources to ensure that staff have received the appropriate training to undertake their roles safely in line with the Trust's school training matrix.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery.
- Ensure that robust arrangements are in place to plan, assess, undertake, and review any off-site activities and educational visits in line with the Trust's Educational Visits Policy, making sure a designated Educational Visits Coordinator is assigned and trained to oversee.
- Ensure that all school staff are always satisfying Safeguarding requirements, in line with the Trust's Safeguarding Policy and the Department for Education Guidance.
- Undertake monitoring of health and safety arrangements through the Trust Health and Safety Group and other proactive and reactive monitoring systems and ensure the provision of adequate resources to achieve compliance.
- Ensure that any contractors directly procured are on the Trust's Approved Contractor list and suitable and sufficient arrangements to manage and monitor works are in place.
- Work cooperatively and in collaboration with the Central Team, with staff and other interested third parties as required on health and safety matters.
- Inform the Trust Director of Operations of any health and safety issues that cannot be easily resolved within the school.
- Inform the Chief Finance Officer if they believe financial resources are preventing compliance with the Trust's Health and Safety Policy and supporting procedures.
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.

In addition to their statutory duties, the Principal and teachers have a common law duty of care for pupils.

Senior Leadership Team (SLT)

SLT at the school will have a general responsibility to support the Principal in the discharge of their duties and will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

Under the direction of the Principal, members of SLT will be responsible for the implementation of the Trust's Health and Safety Policy and supporting procedures and in particular will:

- Make themselves familiar with, and conform with, the Trust's Health and Safety Policy and supporting procedures, including any instructions and requirements for safe methods of work.
- Proactively undertake risk assessments and oversee risk assessments undertaken by staff under their supervision using sensible risk management and specifically focussing on education specific and staff and pupil specific risk assessments.
- Check and document that the working environment is safe; equipment, products and materials are used safely; health and safety procedures are effective and complied with and that any necessary remedial action is undertaken appropriately.
- Ensure all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Ensure any staff under their supervision are provided with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures that apply.
- Ensure that staff are suitably trained and supervised.
- Complete inductions for all new employees at the commencement of their employment and for any temporary or agency staff and inexperienced workers.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery.
- Ensure that they always satisfy safeguarding requirements, in line with the Trust's Safeguarding Policy and the Department for Education Guidance.

Heads of Departments

Heads of Departments within our secondary schools will have a general responsibility to support the Principals and SLT in the discharging of their duties and will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their specific departments.

Under the direction of the Principal, Heads of Department will be responsible for the implementation of the Trust's Health and Safety Policy and supporting procedures and in particular will:

- Make themselves familiar with, and conform with, the Trust's Health and Safety Policy and supporting procedures, including any instructions and requirements for safe methods of work.
- Be familiar with subject specific guidance. Science, Art, Design and Technology and PE Heads of Departments must refer to CLEAPSS, DATA and AfPE guides and resources to ensure their areas are safely managed in line with best practice.
- Where advised within best practice guidance (see above), develop, and implement department specific health and safety policies and procedures.
- Proactively undertake department specific risk assessments and oversee risk assessments undertaken by staff under their supervision using sensible risk management and specifically focussing on education specific and staff and pupil specific risk assessments.
- Check and document that the working environment is safe; equipment, products and materials are appropriately stored, maintained, and serviced as required with documented evidence held.
- Ensure that all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.

- Ensure all staff under their supervision are trained and competent within their specialisms and are provided with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures.
- Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and personal protective clothing as is necessary to enable them to work safely.
- Complete department/curriculum specific inductions as required for all new employees at the commencement of their employment and for any temporary or agency staff and inexperienced workers.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery.
- Ensure that they always satisfy safeguarding requirements, in line with the Trust's Safeguarding Policy and the Department for Education Guidance.

Teachers

The health and safety of pupils within the classroom and during any activities under their direct supervision is the responsibility of teaching staff. Teaching staff are expected to:

- Ensure classroom areas are safe by dynamically assessing on a continuous basis and formally recording by completing the classroom checklist on a termly basis.
- Check that equipment is safe before use.
- Ensure safe procedures are followed, and where required undertake and document risk assessments for specific tasks/activities.
- Give clear instruction and warnings to pupils, as often as necessary.
- Report defects/concerns to the Principal/Estates Manager.

All Staff

All staff, agency and peripatetic workers, visitors and contractors must comply with the school's Health and Safety Policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. They are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- Cooperate with their line manager and senior management to work safely in line with the Trust's Health and Safety Policy and supporting procedures and any local procedures and risk assessments in place for their safety including the wearing of personal protective equipment where identified as required.
- Comply with health and safety instructions/ information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and not to operate any machinery, equipment, or vehicles they are not trained or authorised to do so.
- Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements and take immediate action where possible to make them safe.
- Support the Trust/school in the provision of a safe working and learning environment by always maintaining good housekeeping standards.
- Do not bring into work any personal electrical equipment, hazardous substances, or potentially hazardous items without explicit written consent from SLT.
- Support the Trust in embedding a positive safety culture that extends to pupils and any visitors to the estate by leading by example and promoting "working safely".

Specialist Roles with Responsibilities within Schools

Educational Visits Coordinator (EVC)

The EVC is responsible for overseeing the coordination, planning and management of all educational visits. The Trust requires that the EVC is not the Principal (unless in a small school where this may not be possible), as it is they who are required to give final approval for higher risk category visits.

To ensure that all off-site activities and educational visits are safely planned and undertaken the EVC will:

- Confirm that the visit is being undertaken in line with the Trust's Educational Visits Policy and in line with the Outdoor Education Advisers Panel's National Guidance.
- Ensure that the Educational Visits Leader is appropriately experienced and/or trained to lead the visit.
- Check that appropriate staff levels are in place and that emergency contingencies have been considered.
- Check that providers of transport, activities and accommodation have been thoroughly reviewed for suitability, competence, and insurance.
- Ensure that the required risk assessments are in place and that they are suitable and sufficient and have been reviewed prior to the visit.
- Report any issues or concerns to the Principal.
- Direct staff to the Outdoor Education Advisers Panel's National Guidance for additional information and guidance.

Radiation Protection Supervisor (RPS)

For each school that holds radioactive sources and school based RPS is appointed to oversee the management of those sources on-site, whilst the Head of Science maintains the responsibility for ensuring teaching is effective and safe.

The school RPS has the day-to-day responsibility for the security, safe storage, use, monitoring, and safe disposal of radioactive sources in the school. Additionally, the RPS will ensure that relevant staff understand the standard operating procedures, model risk assessments and the associated emergency plans.

The RPS will:

- Maintain a register of all radioactive sources held on the school estate and communicate this information to the school's appointed Radiation Protection Advisor.
- Manage the safe storage and access to any radioactive sources held.
- Be directly involved with work using ionising radiations, including practical teaching.
- Be able to exercise the authority to ensure that all work with radioactive sources follows the school's Standard Operating Procedures and specific risk assessments.
- Be aware of the hazards, risk assessments and control measures for each radioactive source kept by the school.
- Be able to supervise use of sources by other trained staff (though not necessarily present all the time).
- Make sure that all teachers and technicians (especially new ones) who need to handle or use sources have had the training they need.
- Take control to lead and manage any emergency response.
- Other roles and responsibilities will be implemented in line with the Ionising Radiation Regulations and CLEAPSS 93 'Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' requirements.

Health and Safety Representatives

The Trust recognises the role of Health and Safety representatives appointed by a recognised Trade Union and actively encourages representatives.

Each Trade Union should notify the Principal in writing of any appointed/elected health and safety representative. TU health and safety representatives are invited to, and expected to attend, the Trust Health and Safety Working Group meetings.

Those employees who are not members of a recognised Trade Union remain entitled to be consulted on health and safety matters. This can be directly or through the election of a staff safety representative.

Trade Union appointed Health and Safety representatives in consultation with the school Principal can:

- Make representation to the employer about such matters arising from such complaints and such investigation and on general issues affecting health, safety, and wellbeing in the workplace.
- Represent constituents in consultation with enforcement agencies.

Responsibilities of Third Parties

School Shared Estates

Where two or more employers share a workplace, or part of the workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The school as the primary estate user will have the lead responsibility.

All users of the estate must agree to:

- Cooperate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those at the school that may arise from their activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health and safety of all school staff and users.
- Meet the insurance requirements of the school and the school's insurance provider.
- Familiarise themselves with and communicate to their employees/users the school health and safety arrangements.

The school will ensure that:

- The estates and facilities are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted and are co-operated with on all relevant health and safety matters.
- The school's Health and Safety Policy and relevant supporting procedures are coordinated and made available to shared users.

School Hirers (Lettings)

The Trust has a Lettings Policy that must be adhered to. This policy and associated procedures cover arrangements for fire evacuation, security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the estates must agree to:

- Cooperate and coordinate with the school on health and safety matters including arrangements for emergency and the provision of adequate first aid arrangements.
- Agree to the terms of the Lettings Policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:

- The estates and facilities are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the Lettings Policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are communicated.

Responsibilities of all pupils

Pupils will be encouraged to follow safe working practices and observe safety rules by:

- Follow instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other pupils or staff.

5. ESTATE SECURITY

The Estates Managers are responsible for the day-to-day security of the school estates in and out of school hours. They are responsible for visual inspections of the estate, and for the intruder and fire alarm systems.

The Estates Managers and members of the local SLT are key holders and will respond to any emergencies.

6. FIRE/EVACUATION

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the estates will be reviewed regularly by the Estates Manager.

Emergency evacuations are practised at least once a term. This should be logged on the compliance software platform.

The fire alarm is a loud continuous siren. There is no link from the fire alarm system to the emergency services. Emergency services will need to be contacted directly via telephone when required.

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.

New staff will be trained in fire awareness as part of the induction process, and all staff and pupils will be made aware of any new fire risks.

If the buildings cannot be reoccupied following an evacuation, a Business Continuity Incorporating Critical Incident Plan will be activated.

In the Event of a Fire/Evacuation (All Staff):

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by trained staff only (Fire Wardens), and only then if they are confident that they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Principal/designated member of SLT will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have special arrangements in place for the evacuation of people with mobility needs through a Personal Emergency Evacuation Plan (PEEPs) and fire risk assessments will also pay particular attention to those with disabilities.

Schools should adapt the above procedure relevant to their setting and staffing structure.

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

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.

COSHH risk assessments are completed by the Estates Managers or a contractor and circulated to all employees who work with hazardous substances.

There are areas in the school where hazardous substances will be stored. The school will have 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.

The precautions the schools takes 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 kept with the Estates Team. 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 record 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 lead.

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.

Spills into the Watercourse

The Trust is committed to protecting the 'health' of the environment around us. Where chemicals, or other contaminants are spilled into drains that may affect the watercourse, they should seek advice from the Environment Agency: <https://www.gov.uk/report-an-environmental-incident>.

8. GAS SAFETY

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

9. LEGIONELLA

A water risk assessment has been completed for each school. The Estates Managers are responsible for ensuring that the identified operational controls are conducted and recorded in the compliance software platform.

This risk assessment will be reviewed every two years or when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by following a regular programme of checks including temperature, heating of water, disinfection of outlets.

10. ASBESTOS

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the estates and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos identified on the school estate on the compliance software platform.

11. EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

12. ELECTRICAL EQUIPMENT

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Estates Team immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a Portable Appliance Test (PAT) will be carried out by a competent person.

A register of all items that have been PAT tested is stored in the Estates Team shared drive.

All isolator switches are clearly marked to identify their associated 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.

13. PE EQUIPMENT

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates Team.

14. DISPLAY SCREEN EQUIPMENT (DSE)

Staff who use computers daily as a significant part of their normal work have a DSE assessment carried out. '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 to the HR Team), and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operates in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture).
- Backache.
- Fatigue and stress.
- Temporary eye strain.

The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers, and visitors to its schools:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of DSE and the risks of working for a prolonged period.
- Regular breaks are taken when working with DSE.
- The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill-health that they believe may be related to the use of DSE.

15. SPECIALIST EQUIPMENT

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

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

16. INSPECTION AND TESTING

We maintain accurate records and details of all statutory tests which are undertaken at our schools. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them.

Our schools follow the Department for Education's Good Estate Management for Schools guidance, which covers statutory checks as well as recommended good practice checks information.

17. SELECTING AND MANAGING CONTRACTORS

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

It is the Estates Managers responsibility to select and oversee the management of contractors.

When engaging a contractor, the following will be considered:

- All aspects of the work will be identified and set out in a job specification.
- Qualifications and experience.
- References.
- Insurances and certifications.
- Memberships of professional trade bodies.
- Safety method statement.

We will co-ordinate with any contractor and ensure that they have information about the estate available to them including the asbestos management plan, evacuation procedures etc.

For information on safeguarding pupils against visitors or contractors to the school, please read our Trust Child Protection and Safeguarding Policy.

18. LONE WORKING

Lone working may include:

- Late working
- Home or off-site visits
- Weekend working
- Estates Manager duties
- Estates Team cleaning duties
- Working in a single occupancy office
- Working from home

Potentially dangerous activities, such as those where there is a risk of falling from height, manual handling of heavy or bulky items, transport of injured persons; will not be undertaken when working alone. If there are any doubts about the task to be performed, the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

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 estate 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. The 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 estate.
- Always carry either a mobile phone or school telephone 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 estate in the event of an incident.

19. WORKING AT HEIGHT

The classroom and school environment can and should be a colourful place where pupils 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 in accordance with the Work at Height Regulations 2005. Factors to consider 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.

We will ensure that maintenance work at height is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

In addition:

- The Estates Team retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders or kick stools.
- 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.

20. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely, following the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) if applicable.

Staff and pupils 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 more 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.
- To safeguard their own health and safety whilst at work, and that of any person who may be affected by their actions.
- To follow safe systems of work as determined by the result of a risk assessments if required.

21. 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 sustained following a fall from height, where the underlying cause was a slip or trip.

Slips and trips occur across all education premises. Estates can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents on education premises happen for a number of reasons. They typically involve:

- Members of staff or pupils 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 e.g., 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.

22. OFF-SITE VISITS

When taking pupils off the school estates, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the Parents/Carers' contact details; this is to include Adrenaline Auto Injectors, such as Jext and EpiPens, and any other emergency medications a pupil may require. Training conducted by the Trust instructs First Aiders on the use of AAls.
- There will always be at least one First Aider on school trips and visits.
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one First Aider with a current paediatric first aid certificate.

23. 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, face to face, online and on the telephone 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.

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Principal immediately. This applies to violence from pupils, visitors, contractors, or other staff.

24. 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 estates 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 school will follow its selecting and managing contractor's best practice. Specifically, the school will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOTd and drivers have been DBS checked.

Pupils, 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, pupils are reminded that distractions, such as wearing headphones, texting or otherwise using a mobile phone, should not be engaged in.

25. SMOKING

Smoking (including Vaping) is not permitted anywhere on the Trust/school estates.

26. INFECTION PREVENTION AND CONTROL

We follow national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

Coughing and Sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

Personal Protective Equipment (PPE)

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/bodily fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Disposal of PPE should be in the clinical waste provision identified below.

Cleaning of the Environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Animals

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.
- Pupil records will be reviewed for allergy information before contact with animals.

Infectious disease management

We will ensure 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.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices:

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime:

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned [twice a day].

Keeping rooms well ventilated:

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

Pupils Vulnerable to Infection

Some medical conditions make pupils 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 (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought.

We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency (UKHSA).

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency (UKHSA) about the appropriate course of action.

27. 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. This includes:

- Personal hygiene.
- Opening and closing checks.
- Clear and clean.
- Chilled storage.
- Separating foods.

- Training and supervision.

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 need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, site teams, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- Hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity).
- Cross-contamination issues should be addressed, e.g., different cloths for different surfaces.
- An appropriate slip hazard warning sign should be used when mopping floors.
- Tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks.
- Any corrosive or irritant cleaning substances, e.g., bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

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.

The Trust operates its schools in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on-site and pre-packaged for direct sale to display the following clear information on its packaging:

- The food's name.
- A full list of ingredients, emphasising any allergenic ingredients.

28. NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. 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 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.
- Hand, foot, and mouth outbreaks will be notified.
- Some pregnant women will be at greater risk of severe illness from COVID-19.
- Further information reference notifying female staff who may be pregnant can be found on the NHS website, specifically: <https://www.nhs.uk/pregnancy/keeping-well/infections-that-may-affect-your-baby/>.

29. OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessments.

The Trust 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 line manager or a member of the SLT, 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 has developed a suicide awareness programme and recognises that it is essential that this is openly communicated with all. The Trust is committed to identifying vulnerable pupils and staff, developing school-based prevention programmes, and strengthening co-operation with mental health services, pupils, and parents. Schools are encouraged to take a proactive approach to contribute to the prevention of suicide, by improving factors such as resilience, coping skills, social inclusion, and a safe school environment, which could function as protective factors for suicidal behaviour.

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.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

30. RISK ASSESSMENTS

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

Risk assessments are stored on the compliance software platform and will be reviewed:

- At regular intervals.
- After accidents, incidents and near misses.
- After any significant changes to workplace, working practices or staffing.
- After any form of notice has been served.

Under the Management of Health and Safety at Work Regulations 1999 the minimum the Trust must do is:

- (a) Identify what could cause injury or illness (the hazard)
- (b) Decide how likely it is that someone could be harmed (the risk)
- (c) Take action to eliminate the hazard if this is not possible then control the risk.

The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates if required.

The Trust carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

The following is a statutory list of all the risk assessments schools are required to have in place:

- Workers under the age of 18
- Asbestos
- Substances hazardous to health (COSHH)

- Display screen equipment (DSE)
- Fire
- First aid
- Manual handling
- Working at height
- Children being drawn into terrorism (Prevent).

In addition to the risk assessments, we are required to have in place, we ensure that we complete further risk assessments as and when the need arises.

Risk Assessment Process

When assessing risks in the school, we will involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following the risk assessment steps below:

- **Step 1:** Identify hazards – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils, and visitors.
- **Step 2:** Decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.
- **Step 3:** Evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.
- **Step 4:** Reporting and recording significant findings – the findings from steps 1-3 will be written up and shared with the SLT for review. A risk assessment template is available from the Central Team. This must be signed off by a member of SLT before the activity can proceed.
- **Step 5:** Review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:
 - Have there been any significant changes?
 - Are there improvements that still need to be made?
 - Have staff or pupils spotted a problem?
 - Have we learnt anything from accidents, incidents or near misses?
- **Step 6:** Retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of in compliance with GDPR.

31. ACCIDENT REPORTING

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or First Aider who deals with it. Accident forms are available from the School Office.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. For pupils this may be longer - D.O.B +25 years.

Reporting to the Health and Safety Executive (HSE)

The Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases, or dangerous occurrences

These include:

- Death.
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs, and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Principal will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome.
 - Severe cramp of the hand or forearm.
 - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach.
 - Hand-arm vibration syndrome.
 - Occupational asthma, e.g., from wood dust.
 - Tendonitis or tenosynovitis of the hand or forearm.
 - Any occupational cancer.
 - Any disease attributed to an occupational exposure to a biological agent.
- Near-miss events that do not result in an injury but may have. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences

- These include:
 - Death of a person that arose from, or was in connection with, a work activity*.
 - An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment.
- *An accident "arises out of" or is "connected with a work activity" if it was caused by:*
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the estates (e.g. poorly maintained, or slippery floors).

Information on how to make a RIDDOR report is available here: <https://www.hse.gov.uk/riddor/report.htm>.

Notifying Parents/Carers

The class teacher or School Office will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting Child Protection Agencies

The Principal/Member of SLT will notify the Trust CEO and relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to Ofsted

The Principal/Member of SLT will notify the Trust CEO and Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

32. FIRST AID

Our Trust aims to provide a framework for responding to an incident and recording and reporting the outcomes.

In Early Years Foundation Stage (EYFS) provision, at least one person who has a current paediatric first aid certificate must be on the estate at all times. Beyond EYFS the amount of trained First Aiders is dependent upon the needs of the staff and children. The school will ensure that we have a sufficient number of suitably trained First Aiders to care for pupils and staff at each point within the day, including when on out of school visits. A trained First Aider must attend all trips and visits. A paediatric trained First Aider must attend all EYFS trips and visits.

Appointed Person(s) and First Aiders

The school's appointed First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Making themselves and others aware of pupils and staff that may have allergies or medical conditions requiring specialist first aid e.g. EpiPens.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First Aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils and/or staff home to recover, where necessary.
- Filling in an accident form on the same day or as soon as is reasonably practicable after an incident.
- Keeping their contact details up to date.

Principal

The Principal is responsible for:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that Managers undertake risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the First Aiders in the school are.
- Completing accident forms for all incidents they attend to where a First Aider/appointed person is not called.
- Informing the Principal or their Line Manager of any specific health conditions or first aid needs.

First Aid Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment.
- The First Aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services.
- If an ambulance is required, the First Aider is to contact the School Office who will telephone the emergency services. The First Aider is to remain on the scene and relay any questions raised by the emergency services.
- Once emergency services are called, the School Office will contact parents/carers immediately.
- The First Aider may accompany the pupil to hospital and remain until the parent/carer arrives.
- If the emergency services are not required, the First Aider will decide on the appropriate action to take and a member of SLT informed (see steps below).
- If the First Aider and/or a member of SLT assesses that a pupil is too unwell to remain in school, parents will be contacted (by the School Office) and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents/carers, for example visiting a doctor.

In the case of any doubt about whether emergency medical attention is required, the following actions should be undertaken:

The First Aider should seek a second opinion from another First Aider and if appropriate further medical advice (for example by phoning the NHS 111 helpline).

- A member of SLT must be informed.
- The child's parent/carer must be contacted and apprised of the situation. The SLT member and parent/carer will decide on the appropriate course of action, guided by advice from the First Aider(s).

Possible courses of action may be:

- To seek further medical advice, examination, or immediate treatment.
- The parent/carer may collect the child and keep them at home for observation.
- It may be decided that the child can remain at school but be kept under observation.

Any child who remains at school after an injury or illness should be kept under observation, and the following steps undertaken:

- All staff who may encounter the child during the day (for example class teacher, teaching assistants) must be made aware of their condition, the need to monitor them and any symptoms they should look out for.
- A First Aider must re-assess the child on one or more planned occasions during the day.
- There may be a need to restrict the activities of the child during the day (for example participation in PE lessons) and the appropriate staff members must be informed.

Where the child has remained in school following an incident, the parent/carer must be informed about the incident when they collect their child from school (or updated if they have been previously contacted about the incident).

The First Aider linked with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off-site Procedures

When taking pupils off the school estates, staff will ensure they always have the following:

- A mobile phone (Non-personal).
- A portable first aid kit.
- Information about the specific medical needs of pupils; this to include EpiPens and any other emergency medications a pupil may require.
- Parents/Carers' contact details.

- Field File including risk assessment as directed by EVC.

There will always be at least one First Aider on school trips and visits. Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school estates.

Within EYFS there will always be at least one First Aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Record-keeping and Reporting

First Aid and Accident Record Book:

- An accident form must be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- In the case of a serious accident, the incident should be reported to a member of SLT immediately.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- In the case of a serious accident: A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. For pupils this may be longer - D.O.B +25 years.

Training

All school staff can undertake first aid training if they would like to.

All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

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.

Storage, Administration and Record Keeping for Over the Counter Medicines

Where a parent/carer has requested that the school administer an over-the-counter medicine to their child/ren (such as Calpol), a record should be kept of dosage, time and who administered the medicines that can be passed between parent/class teacher daily. This will ensure that children are not over medicated. This is important especially where a child may be dropped to school by one parent/carer and collected by another who does not live at the home address.

Transporting via School Minibus

Staff transporting pupils to events/competitions in the school minibuses will have received, or be accompanied by someone that has received, MiDAS training.

33. TRAINING

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

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

External Health and Safety Consultants will be used to provide professional health and safety advice if required.

34. MONITORING AND REVIEW ARRANGEMENTS

The Trusts Health and Safety Policy, together with the supporting procedures, will be subjected to an annual review. Reviews will be undertaken earlier should there be a significant change in operations or legislation, or if it is found that the arrangements in place are not effective.

Independent health and safety audits will be undertaken at 2–3 yearly intervals.

Audit action plans will be monitored and reviewed at least termly as part of Health and Safety Group meetings with individual schools and within the Trust's Audit and Risk Committee.

The Trust will use various systems to measure health and safety performance:

Active Monitoring Systems

- Spot checks and routine workplace monitoring (including termly classroom inspections in schools) will be undertaken with findings acted upon.
- An annual formal workplace inspection will be undertaken, recorded, and acted upon.
- Reviewing documents and information relating to the promotion of the health and safety culture.
- Monitoring to ensure that appropriate statutory inspections on estates, plant and equipment have been undertaken with a formal review of this as part of termly Health and Safety Group meetings.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive Monitoring Systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as responding to and investigating incidents and near misses, cases of ill health (work-related sickness) and damage to property, etc.

Reporting and Response Systems

- Having a Trust incident reporting procedure with all employee and pupil incidents requiring more than first aid on-site; are reviewed by the Trust Director of Operations.
- Having clear systems for reporting and recording defects with assigned actions to investigate/rectify.
- Having clear systems for reporting and recording safety health and safety concerns with assigned actions to investigate/rectify.
- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Health and Safety Group, Executive Leadership Teams/SLTs will all receive and consider reports on health and safety concerns, trends, and performance.

Investigation Systems

- Investigating all incidents that have, or have had the potential to cause injury, ill-health, or loss prioritising those which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Investigating all cases of occupational ill-health and identification of any additional controls required.
- Investigating fully all complaints relating to workplace health and safety.

Enforcement Monitoring/Inspection

- The Trust and its schools will be subject to third party inspection and monitoring such as those from Ofsted, the HSE, Environmental Health and the Fire Service. Actions arising from third party inspections will be incorporated within the Trust/school action plans with appropriate target dates for completion.

Reporting and Consequences of Non-Compliance

- Any member of staff found to have breached the Health and Safety Policy may be subject to formal disciplinary procedures in accordance with the Trust's Staff Disciplinary Policy.

Policy Status

- This policy does not form part of any employee's contract of employment.