Health and Safety Policy

Document Title	**Health and Safety Policy**
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Policy Category (Please Indicate)	1	Trust/Academies to use without amendment
	2	School specific appendices
	3	School personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V2	August 2024	LH	Full policy review and update, new template.
V3	March 2026	LH	Updated organisation and responsibilities. Update arrangements for: -Accidents, Incidents and Near Misses -Educational Visits -Food Hygiene -Lithium-Ion Batteries -Occupational Health Services and Work-Related Stress

1.0 Health and Safety Policy Statement of Intent

The safety, health and well-being of our pupils, colleagues and other members of the school community is at the heart of everything we do. School leaders, local academy committees and colleagues across the Trust are committed to taking all reasonable and proportionate steps in providing a safe and healthy environment. Pupils and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. Our schools will keep an active balance between maintaining a comfortable and welcoming environment and ensuring that everyone's safety, health and wellbeing is effectively managed.

Our Health and Safety Aims are:

- To ensure a safe working environment for members of the school, visitors and others using the premises.
- To ensure compliance with relevant legislation and provide adequate resources to implement this and other relevant policies, including support from external consultants where necessary.
- To ensure that health, safety, and general wellbeing are an integral part of all our activities, including those that involve third parties.
- To ensure the systems in place provide plant, equipment, resources, and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the school as to their responsibility for managing the health and safety of themselves and others.
- To provide sufficient and proportionate information, instruction, training, and supervision to enable all colleagues and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To create, maintain and monitor an appropriate system for health and safety which places the safety of all who use our sites at the forefront of our processes and procedures.
- To routinely review, update and appropriately communicate our health and safety principles, policies, and processes.

Jacqueline Waters-Dewhurst
Chief Executive

2.0 The Health and Safety Management System Framework

The successful management of health and safety in our schools is a key priority of the Trust Board, the Executive Leadership Team, School Leaders, and the local Academy Committees. Through the implementation of a comprehensive health and safety management system, the Trust will continuously strive to improve performance and maintain a safer school and Trust environment. Health and safety objectives will be given equal priority within our strategy and business plan as other strategic objectives. The Trust Board will support senior leaders and managers to champion health, safety, and wellbeing, ensuring that the Trust meets and where possible, exceeds legal requirements.

The Trust will continue to develop and implement policies, procedures, and systems appropriate to the management of health and safety within its schools and central team, the underpinning principles of which will reflect the Health and Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure a sensible and proportionate balance between the documented systems we devise, their practical application and the physical behaviours of managers, colleagues and pupils.

The Trust's health and safety management system incorporates the following key elements:

2.1 Health and Safety Policy

An effective health and safety policy which sets the clear direction each school will follow and will contribute to the efficiency, effectiveness, and continuous improvement of our organisation.

2.2 Organisation

The Trust board will provide the overall strategic direction for health and safety management, and all trust leaders will be expected to work collaboratively to ensure a strong and effective management structure is in place at an individual school level. There will be regular consultation on health and safety matters with all relevant stake holders and a shared understanding by all colleagues of the Trust's commitment to promoting a positive and risk aware culture.

2.3 Planning and Implementing

All schools in the Trust will have a systematic approach to the implementation of the policy; by ensuring they have in place an effective management system integrating health and safety performance standards, targets, priorities, and training across all disciplines within each school. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk. Where risks cannot be successfully managed at a school level, they will be escalated to the Trust's Executive Leadership Team for inclusion on the Trust's strategic risk register.

2.4 Training and Competence

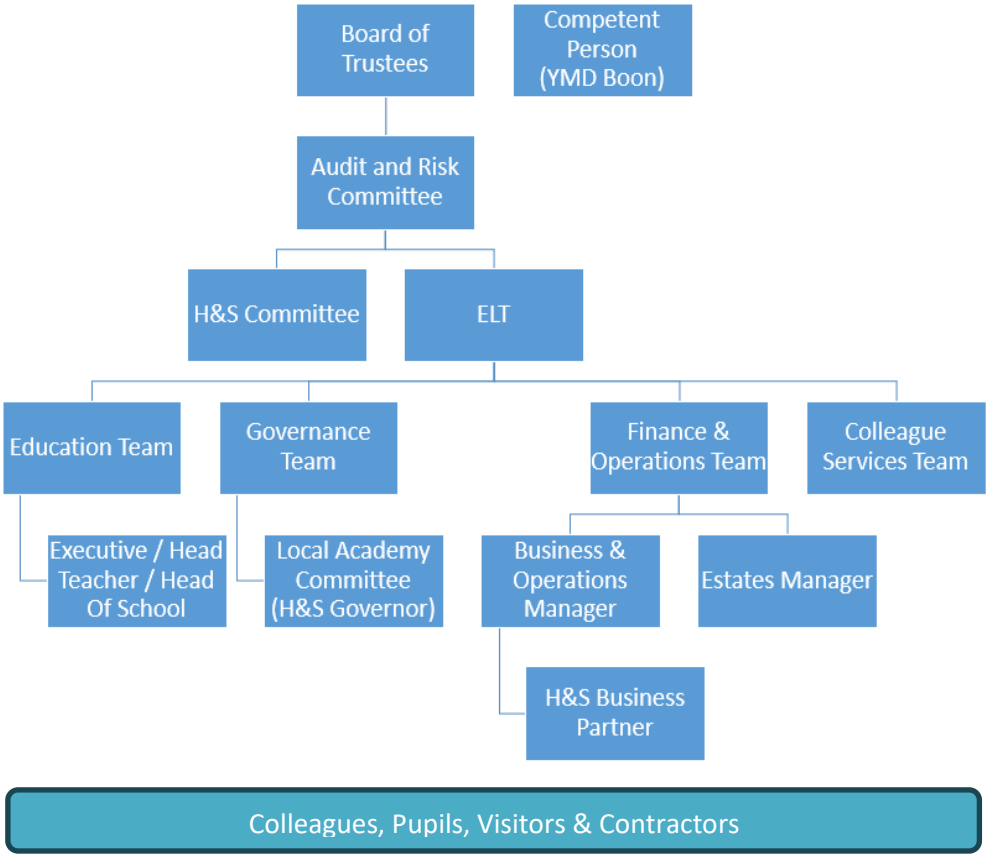
Training will be provided at a level suitable to the individual and the task they perform. In addition to general awareness training, as part of the school's induction programme for all new colleagues. agency workers, governors and volunteers, specialist training identified as appropriate to the post or through training and development plans or risk assessments, will be provided. Details of all training given will be recorded on centrally held training records and reviewed and refreshed regularly.
Induction will include general safety rules and procedures, together with specific hazards. Schools will also ensure that colleagues and all adults on site are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Relevant Risk Assessments will be made available to colleagues as appropriate.

Those colleagues needing specific skills and knowledge will be identified and appropriate training will be provided via the e-learning portal or other identified providers.

2.5 Measuring, Auditing and Reviewing Performance

The Trust will measure its performance, to clearly identify when and where improvements are needed. This will be achieved through both internal review and external auditing of policies, premises, people, and activities, as well as through monitoring accident and incident information. Findings from internal and external reviews will be reported at both local and Trust level as appropriate.

3.0 Organisation and Responsibilities



3.1 The Board of Trustees / Audit and Risk Committee

The Board of Trustees is responsible for providing the strategic health, safety and risk management direction of the organisation and is ultimately responsible for health, safety, and wellbeing within the Trust.

- The Board of Trustees has delegated responsibility for reviewing the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks to the Audit and Risk Committee.
- The Board is committed to continuous improvement in Health and Safety performance.
- The Board expects all colleagues to work in a way that reinforces the Trust's commitment to Health and Safety and will encourage all colleagues to actively participate in improving Health and Safety.
- The Board will establish mechanisms by which it is kept informed of relevant Health and Safety Risk Management issues.
- The Board of Trustees delegates its responsibilities on a day-to-day basis to the Chief Executive.

3.2 The Chief Executive

The Chief Executive has ultimate responsibility to the Board of Trustees for all aspects of Health, Safety and Wellbeing within the Trust and for the implementation of this policy. In particular:

- Ensure that appropriate systems are in place to enable the Trust to discharge its responsibilities for Health and Safety.
- Accept their individual role in providing Health and Safety Leadership for the Trust by ensuring that their decisions reflect the Policy intent.
- Treat Health and Safety as an integral part of good risk management generally.
- Ensure that the Trust Executive Leadership Team is familiar with the policy and are given the time, resource, support and encouragement to implement it in their own areas of control.
- Ensure that School leaders and Managers have the necessary competence, resources, and support to fulfil their responsibilities.
- Provide an annual Health and Safety performance report to the Board of Trustees.

3.3 The Finance and Operations Director

The Finance and Operations Director is also responsible for ensuring that the financial infrastructure, systems, and resources are available to facilitate the health and safety objectives of the Trust. In particular:

- Have an on-going responsibility for developing and promoting a positive Health and Safety culture, ensuring that Health and Safety is an integral part of the Trust's operations.
- The Finance and Operations Director is responsible overall for coordinating the Health and Safety Policy and ensuring that it is effectively applied across the organisation.
- Be responsible for monitoring and evaluating the effectiveness of Health and Safety policies and procedures and ensuring that they comply with the latest legislation.
- Ensure that Health and Safety implications are considered in all Trust decisions.
- Ensure that the Trust is kept aware of any significant health and safety failures and the outcome of investigations.
- Ensure that Health and Safety issues have been properly addressed, including the implementation of recommendations and the sharing of lessons learned.
- Ensure that an appropriate level of insurance is purchased to cover insurable risk identified.
- Providing Health and Safety leadership by ensuring that actions and decisions reinforce the Trust's commitment.
- Ensuring that any direct reports are given the time, resource, support and encouragement to implement the objectives of this policy.
- Ensure Health and Safety is on the agenda at all appropriate management and Board of Trustee Meetings, reporting findings from audits / inspections / investigations of accidents to the Audit and Risk Committee.

3.4 The Estates Manager

The Estates Manager is responsible for ensuring that the Trust is compliant with all relevant health and safety legislation in relation to the Trust's Estate. In particular:

- Ensure that systems are in place to maintain the school buildings and grounds to a high standard in accordance with statutory guidelines and best practice.
- Ensure that where statutory checks have been undertaken, that the recommendations are implemented.
- Monitoring health and safety in relation to the implementation of repairs and maintenance works in accordance with current legislation, including vetting contractors, approving risk assessments, method statements and monitoring site operations.
- Ensure that suitable fire detection and alarm systems are in place at each site and that suitable signage is in place.
- Ensure that fire risk assessments are undertaken as necessary and work with the Executive Head Teachers/Head Teachers/Heads of School to ensure that action points are addressed.
- Oversee the management of asbestos across the Trust's estate, including arranging surveys and resurveys as necessary.
- Encourage colleagues to report hazards and raise health and safety concerns.
- Ensure that safe systems of work are developed and implemented by Site Managers and other premises staff.
- Ensure that Site Managers undertake regular checks in line with the Trust's premises toolkit and that checks are recorded.
- Report any health and safety issues that cannot be dealt with immediately to the Finance and Operations Director

3.5 The Business and Operations Manager

The Business and Operations Manager has wide-ranging responsibilities in respect of the Trust's day to day operational arrangements for Health and Safety. In particular:

- Have an on-going responsibility for developing and promoting a positive Health and Safety culture, ensuring that Health and Safety is an integral part of the Trust's operations.
- Be responsible for overseeing the Trust's incident reporting system, ensuring that accidents, incidents and near misses are reported promptly and ensuring that any significant concerns are brought to the attention of the Trust's Senior leadership team.
- Ensure that all schools have a Business Continuity and Critical Incident Plan in place.

3.6 The Health and Safety Business Partner

The Health and Safety Business Partner is responsible for establishing and leading a high-quality and consistent health and safety support function across the Trust, implementing, and maintaining a common and consistent approach to all health and safety matters whilst overseeing and co-ordinating Health and Safety functions of schools in line with LAAT policies and procedures. In particular:

- Advising and coaching school leaders on their responsibilities for health and safety duties.

- The first point of contact for schools providing Health and Safety advice, guidance, and practical solutions to ensure legal compliance and best practice.
- Implement and monitor the risk assessment management and incident management systems and processes across the Trust working with all stakeholders.
- Evaluate health and safety policies, and assist in researching, developing, implementing, communicating, consulting, monitoring, and reviewing the new/ revised policies, procedures, and safe systems.
- Ensure processes, training and support are in place to enable accidents, incidents and near misses to be properly reported (internally and externally where necessary) and investigated in accordance with LAAT policy and legislation.
- Plan, develop and coach colleagues on workplace inspections and internal audits in line with LAAT policy and procedures.
- Ensure processes, training and support are in place to enable compliance to all relevant Trust policies and procedures.
- Monitor any changes in legislation/ new initiatives/ best practice and provide recommendations on areas for improvement.
- Provide reporting to inform the work of the Health and Safety Committee and Audit and Risk Committee
- Develop mechanisms for testing the effectiveness of Health and Safety arrangements at each site.

3.7 Central Directory Leads

- Accept their individual role in providing Health and Safety Leadership by ensuring that their decisions reflect the Policy intent
- Ensure that School Leaders reporting directly to them are familiar with the policy and are given the time, resource, support and encouragement to implement.
- Ensure that School Leaders have the necessary competence, resources, and support to fulfil their responsibilities

3.8 The Executive / Head Teacher or Head of School

Executive Head Teachers/Head Teachers or the Head of School will have the ultimate day to day responsibility for the implementation of this policy within their schools. (Note: In the absence of the Executive Head Teacher/Head Teacher or Head of School, then the nominated delegate will assume responsibility). In particular, the Executive Head Teacher/Head Teacher or Head of School will:

- Ensure that the requirements of Health and Safety legislation are complied with.
- Ensure that colleagues have access to this, and other relevant policies, procedures and information required and are suitably trained as appropriate to their role.
- Ensure that a training matrix (including dates of completion, expiry dates) is maintained to capture additional training specific to school activities outside of the e-learning platform. All certificates should be available to view in school and stored on the Trust HR MIS.

- Ensure that health and safety is incorporated into the planning and organisation of all curriculum activities, school functions, activities and tasks undertaken both on and off school premises.
- A formal annual workplace inspection is undertaken with findings documented and any actions allocated with remedial actions.
- Carry out and / or ensure that other appropriate colleagues (with delegated authority to) carry out suitable and sufficient assessments of all hazards and risks within their areas of responsibility, to staff members, pupils, and visitors/other users of the school. Ensuring the findings are recorded and acted upon to reduce risk.
- To be available to any colleague to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements.
- To seek advice from the Trust's Health and Safety Business Partner and/or the Trust's health and safety competent person as appropriate and report to the Trust's Executive Leadership Team those instances where their executive authority does not allow the elimination or reduction of an identified hazard to a satisfactory level.
- Ensure that adequate communication takes place between managers, colleagues, pupils, and others working on or visiting the school to allow everyone to contribute to safe working. This consultation and communication will take place through:
    - Appropriate induction processes.
    - The Growth and Development process.
    - Staff/Team/Manager Meetings, ensuring that colleagues, volunteers and agency workers who are unable to attend are provided with copies or access to information shared.
    - Satisfying themselves that arrangements are in place for: suitable and sufficient training (including first aid (paediatric / emergency first aid) and Educational Visits Coordinator), supervision, provision of protective equipment and the undertaking of risk assessments in both curriculum and non-curriculum areas and where activities take place out of school hours or away from the school site.
- Ensure that colleagues, pupils, and other visitors to the school site/offices know what action to be taken in case of a fire or other emergency.
- With the help and advice of the Estates Manager, ensure that all matters associated with Fire Risk Assessments are closed out without delay.
- Ensure suitable arrangements are in place for the provision of first aid.
- With the help and advice of the Estates Manager, ensure that the use of electricity on the site is safe.
- Ensure that all hazardous substances (COSHH) are stored, transported, handled, and used in a safe manner in accordance with the manufacturer's instructions.
- Record and investigate all accidents, incidents, hazards, and near-miss occurrences in line with Trust policies/procedures. Be responsible with the help of the Health and Safety Business Partner or Trust's competent person for identifying which accidents, work-related diseases or dangerous occurrences are reportable under RIDDOR.
- Ensure health and safety is on the agenda at all appropriate management and governor meetings, reporting findings from audits/inspections/investigations of accidents/staff absence patterns to relevant stakeholders.
- Where statutory checks or assessments are carried out by external providers, work with the Estates Manager to ensure that the recommendations are implemented.

- Ensure that effective arrangements are in place and appropriately communicated to facilitate a safe evacuation of the school in the event of a critical incident.
- Maintain good levels of housekeeping throughout the school.
- Be responsible for site security.
- Provide health and safety leadership within the school by ensuring that their actions and decisions always reinforce the Trust's commitment.

3.9 Colleagues

All colleagues have day to day responsibility and accountability for ensuring that they work in accordance with the aims of this policy and legal requirements. In particular, they will:

- Take reasonable care for their own Health and Safety and consider the safety of colleagues, pupils and others who may be affected by their actions. In particular, colleagues must co-operate with their managers and not interfere with safety procedures, processes or equipment designed to protect people from harm.
- Act to prevent work related accidents and ill-health.
- Ensure that they are fully aware of their roles and responsibilities, and complete required training as defined within their job description, or other relevant documentation.
- Ensure that they, and any colleagues or pupils under their supervision fully co-operate with the trust and school's policies, procedures and risk assessments and follow any training, information, instructions, or guidance made available to them.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the Executive Head Teacher/Head Teacher/ Head of School or their Line Manager.
- Ensure that safe working practices are adopted at all times and comply with procedures in place and the findings/other outcomes of risk assessments, whether in school, as part of extended provision and/or on offsite activities.
- Attend and actively contribute to health and safety; training courses/events/meetings as appropriate to their duties and responsibilities.
- Identify hazards and undertake suitable and sufficient risk assessments within their areas of responsibility and or for activities/tasks to be undertaken as required.
- Ensure regular discussions take place within their departments/areas of responsibility on key health and safety issues.
- Bring to the attention of their Line Manager and or other appointed person any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or on offsite activities.
- Undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective with the school defect reporting procedure followed as required.

3.10 Local Academy Committee / Health and Safety Committee Member

The Local Academy Committee will appoint an Academy Committee member to be responsible for Health and Safety within each school, normally in the first meeting of the academic year.

- The Health and Safety Academy Committee Member is to:

- Build a constructive relationship with the health and safety lead that enables effective communication and appropriate challenge
- Arrange monitoring visits to understand the school or trust's context and how this influences its approach to health and safety
- Through discussion with the health and safety lead (and other relevant stakeholders), develop an understanding of strengths and areas for improvement in health and safety practices
- Meet termly with the health and safety lead to discuss any incidents or near misses (without specific personal details), focusing on whether policies and procedures remain fit for purpose
- Use meetings and visits to monitor progress on health and safety priorities
- Seek assurance that the health and safety lead has access to appropriate training and support to fulfil their role effectively
- Seek assurance that staff are aware of health and safety procedures and understand their role in maintaining a safe environment

3.11 The Health and Safety Committee

The Trust will establish a health and safety committee to enable management, trade union representatives and other colleagues the opportunity to work together to ensure compliance with the law and to promote a positive health and safety culture within the workplace.

- The Health and Safety Committee will provide feedback from school colleagues on health and safety issues.
- Supporting the implementation of Trust-wide standards and best practice in schools.

3.12 Contractors, Agency Staff and Volunteers

- All contractors and agency staff must follow the school's Health and Safety Policy, site rules, emergency procedures, safeguarding requirements, and infection control arrangements
- Before work begins, any maintenance contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.13 Parents and Visitors

- Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.0 Organisational Arrangements

The following arrangements will be adopted to ensure that the Trust, the Academy Committee and the Executive Head Teacher/Head Teacher/Head of School fulfil their responsibilities and provide the foundation for securing the health and safety of colleagues, and all users of the site.

4.1 Establishing Health and Safety Management Systems

The Board, in conjunction with the Audit and Risk Committee, will establish a health and safety management system

4.2 Provision of effective health and safety training

Health and Safety Training requirements will be set by the central team and assigned as appropriate to colleagues, governors, agency, volunteers and governors within schools. However, the Academy Committee and the Executive Head Teacher/Head Teacher/Head of School will consider additional health and safety training on an annual basis (or resulting from a review of risk assessments or incident investigation) in line with the Trust's Growth and Development procedure for school staff. New colleagues to the school will be trained in line with the requirements for their roles.

4.3 Provision of an effective joint consultative process

The Trust's Health and Safety Committee will meet at least once per term. The committee will ensure that Health and Safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

4.4 Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and school staff meetings.
- Trust health and safety committee.
- Provision of information relating to safe systems of work and risk assessments.
- Provision of Training.
- Communications with relevant specialist advisors and bodies.

Where health and safety issues cannot be resolved at school level, they will be escalated through the management structure as appropriate and to the Trust as applicable.

4.5 Financial resources

The Executive Head Teacher/Head Teacher/Head of School and Finance Business Partner will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

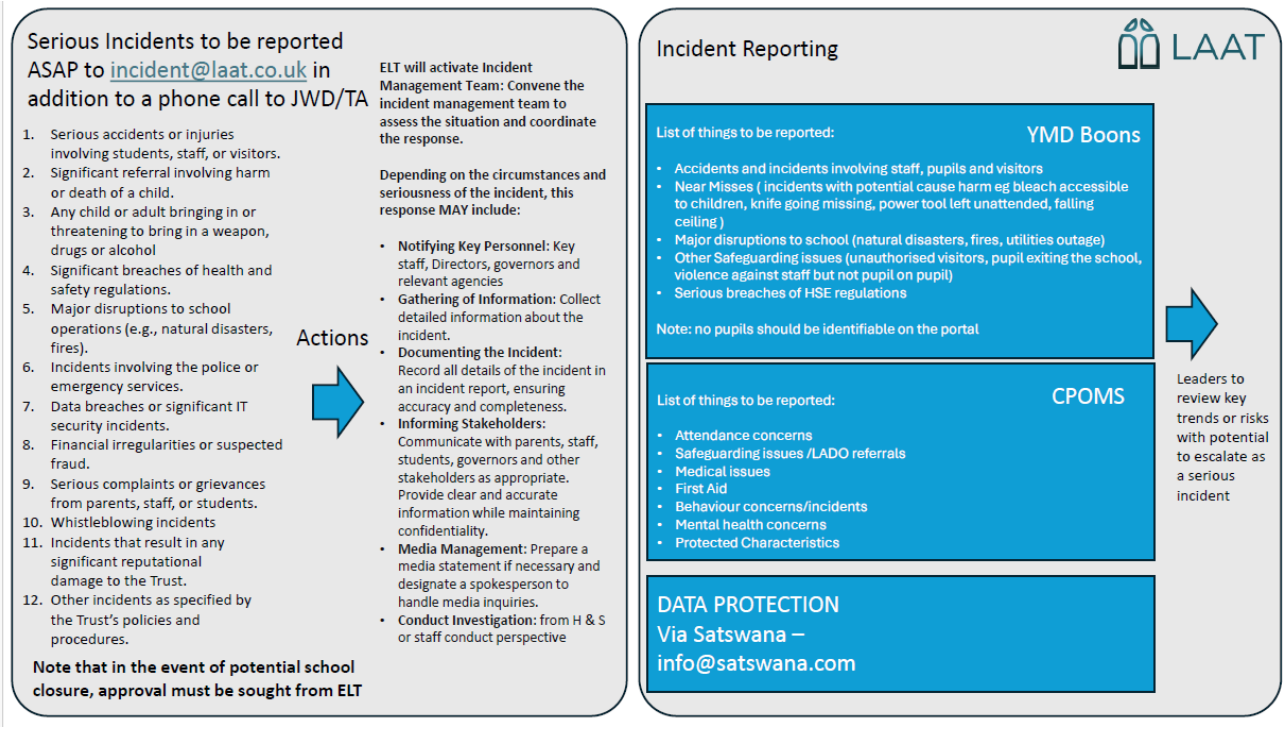
4.6 Specialist advice / support

The Trust will ensure that it has access to competent technical advice on health and safety matters. To assist in meeting the Trust objectives this will be achieved by accessing the services of a competent Health and Safety Advisor though YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW.

5.0 Other Arrangements

5.1 Accidents, Incidents and Near Misses

All accidents, incidents and near misses will be reported on the incident management portal and accident book within 24 hours of occurrence. Incidents classified as 'Serious' should also be reported ASAP to incident@laat.co.uk in addition to a phone call to the CEO / DCEO. Please follow the diagram below:



Reportable incidents, as per the HSE's Information Sheet edis1 (rev3), will be reported to the HSE within the required timescale as determined under the Reportable Injuries, Diseases and Dangerous Occurrences Regulations.

All serious incidents will be investigated in an attempt identify the root cause and prevent reoccurrence: relevant local policies, procedures and risk assessments will be reviewed and revised as required. Any relevant learning from investigations will be communicated to relevant colleagues, pupils etc.

Pupil forms/records are retained until the pupil reaches the age of 24 years, colleagues forms for six years and forms relating to work related ill health for 6 years or longer, (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from YMD Boon Ltd Health and Safety Service).

5.2 Contractor management

The school will ensure that the highest levels of safety are achieved by all contractors on site and will comply with HSE guidance on Managing Contractors. The Estates Team will ensure compliance through ensuring that:

- Competent contractors are used and are adequately vetted before being appointed.
- Clear specifications of works are drawn up by a competent person.
- Prestart meetings take place to discuss how works will be managed, key responsibilities, codes of conduct and assess new hazards that may be introduced to the site.
- Key contacts are identified, and details exchanged.
- Regular update meetings take place throughout any works/projects.
- Works are visually monitored where required and any concerns immediately reported.
- Works are signed off and any associated certification and documentation is obtained.
- All staff pupils and other users of site remain in a safe environment for the duration of the works.

Executive Head Teachers/Head Teachers/Heads of School have a responsibility to monitor contractor activity, and where the school appoint contractors directly, they will be subjected to an adequate vetting process before being appointed.

5.3 Control of Hazardous Substances

The school will ensure it complies with the HSE's approved code of practice *'Control of substances hazardous to health (L5)* relating to the management and control of hazardous substances on site.

The school will ensure:

- A register of all hazardous substances is kept on site and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed, and control measures implemented for all hazardous substances used and shared with relevant staff.
- COSHH risk assessments are monitored regularly and reviewed at least annually.
- Where identified as part of the risk assessment, appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE) will be provided relevant staff.
- Any need for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to colleagues to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors.
- Only substances purchased through the school's procurement systems can be used on site.
- Substances are stored correctly and out of reach of pupils and those that are no longer used disposed of properly.

5.4 Dealing with health and safety emergencies – procedures and contacts

In the event of an emergency situation/ Bomb threat the school will undertake necessary action to maintain the safety of colleagues, pupils, and other persons on site. This may require emergency evacuation or lockdown of the school. The fire alarm will not be sounded in these circumstances, but the Executive Head Teacher/Head Teacher/Head of School will coordinate a response with the assistance of staff based on the school's detailed arrangements for evacuation and lockdown.

- As soon as is practicable the Police or other relevant emergency services will be contacted to provide advice and support.
- Any suspicious objects will be reported to the Headteacher, but under no circumstances will they be disturbed.
- All emergencies will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner.
- Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

5.5 Display screen equipment (DSE)

The school acknowledges that staff that 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment and will ensure that:

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Colleagues are aware of best practice in using DSE and issued with relevant information.
- Colleagues whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person.
- Assessments are reviewed if there are significant changes to equipment/layout individual health.
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

5.6 Driving

All school colleagues that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition in line with DVLA requirements. It is the responsibility of the individual colleagues to ensure that they have the correct insurance in place. Annual licence, insurance and where applicable MOT checks are undertaken and documented by the school's/central team administration team.

All colleagues must comply with the Highway Code at all times.

Where colleagues are required to drive a minibus as part of their duties the school will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will

be provided with formal driver training. See code of conduct for expectations of conduct and safeguarding in relation to transporting pupils.

For colleagues that transport pupils either in school or their own transport, licence checks will be completed 6 monthly.

Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

5.7 Educational Visits

The school adopts the *National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site visits and Learning Outside the Classroom (LOtC) activities.* and manages off-site visits by:

- Complying with the Trust wide Educational Visits Policy.
- Having a trained Educational Visits Coordinator to oversee visits.
- Ensuring only competent colleagues lead visits.
- Having access to an independent Educational Visits Advisor to support the school.

5.8 Electrical systems and equipment

The school maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon as such:

- Code 1 and 2 remedials will be rectified as soon as possible.
- Code 3 will be planned into future work programmes.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance *'Maintaining portable electrical equipment in offices and other low environments' (INDG236)*, by a competent contractor with records maintained.

Colleagues are re instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective with the school's defect reporting procedure followed as required.

Colleagues are not permitted to bring in any electrical items from home without written consent from the Executive Head Teacher/Head Teacher/Head of School.

5.9 Fire Safety

The school is committed to providing a safe environment for colleagues, pupils and those that visit the site and manages the risk of fire by ensuring the requirements of the Regulatory Reform (Fire Safety) Order are met by:

- Having a comprehensive Fire Risk Assessment in place, which is reviewed regularly with any actions/improvements identified progressed given consideration to risk and cost.
- Documenting a detailed fire and emergency plan that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.
- Ensuring service, maintenance and statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- Providing all colleagues, volunteers, agency and governors with fire awareness training that is regularly updated and fire marshals with role specific instruction.
- Undertaking a fire drill at least termly to practice evacuation arrangements and ensure working correctly.

5.10 First Aid

Adequate first aid arrangements are assessed and maintained at the school in line with current First Aid guidance and for all activities that we lead we will ensure that:

- The number of first aiders (paediatric and emergency first aid at work) meets recommendations and adequate cover is available to cover for annual leave and unexpected absences during all school operating hours.
- All first aiders hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as required.
- First aid notices are clearly displayed around the school.
- Sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked, and contents are in date.
- A suitable area is available for provision of first aid.
- Colleagues and other adults on site are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed.
- Information, instruction, and training will be provided to colleagues and other relevant adults to include agency workers and volunteers on any specific medical conditions of pupils and the procedures to follow in case of emergency.

5.11 Food Hygiene

The school recognise the importance of maintaining a high standard of Food Safety and Hygiene within the provision of food for pupils. The school manages this by ensuring:

All colleagues who produce food for pupils as part of extended provision must have attained a level 2 award in food hygiene

- Catering equipment provided for use by the outsourced catering provider (where applicable) is regularly maintained and inspected, and ventilation systems are inspected every 14 months and subject to a regular cleaning regime.

- The School Food Standards Guidance is followed (for food other than that served at lunch).

5.12 Lithium-Ion Batteries

Safe use and storage of lithium-ion batteries

Lithium-ion batteries are used in many devices across the school, including laptops, tablets, mobile phones, e-cigarettes, and other electronic equipment. Due to the fire risk associated with damaged, defective, or improperly charged lithium-ion batteries, the following safety measures must be followed:

Colleagues and pupils must:

- Only use manufacturer-approved chargers and cables for devices
- Immediately report any devices that show signs of damage, swelling, overheating, or unusual odour
- Not use or charge damaged or recalled devices

The school will:

- Ensure devices are charged in well-ventilated areas, away from flammable materials
- Store spare batteries and devices safely, following manufacturer guidance
- Dispose of damaged or end-of-life batteries safely through approved waste contractors
- Ensure staff are trained to recognise the signs of battery failure and know the appropriate emergency response

Personal devices: Pupils and colleagues bringing personal devices containing lithium-ion batteries onto school premises must ensure they are in good condition and follow the safe charging procedures outlined above.

Any incidents involving lithium-ion battery failure must be reported immediately to the Site Manager and recorded in accordance with our incident reporting procedures.

5.13 Maintenance and Repair / Reporting

- The management of the school building's condition is managed by the Estates Team who conduct condition surveys which are reviewed and updated annually to confirm any physical changes to the fabric and finishes. Further information received from service contractors on age and condition of plant and systems will also feed into these condition surveys. Attributes are given an A-D Condition Rating and a 1-4 Priority Rating over a 5-year period with prioritisation being given to health and safety, age and condition of plant and systems vital to the running of the school.
- All works are tendered using a Specification and Schedule of Works, using a format based on NBS (National Building Specification) which incorporates BS Standards etc. Where works are of a complex or specialist nature then the Estates team will use consultants to design the works and prepare the tender documentation, including obtaining associated Planning and Building Control approvals.

- The school has a defect reporting procedure whereby any damage or defect to the premises/ equipment or fixtures and fittings is reported to the Site Manager (or designated alternative). Defective equipment is isolated, removed from use and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

5.14 Management of Asbestos

The school will ensure that it complies with the *HSE's approved code of practice* L143 Managing and working with asbestos Control of Asbestos Regulations 2012. The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by:

- Having a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed.
- Completing an annual visual inspection of all identified Asbestos containing materials (ACMs) that are not encapsulated, or in restricted access areas, are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school LAMP. Where necessary, more frequent checks of ACMs are undertaken.
- Procuring a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building; in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

Ensuring that staff and contractors are to be made aware of locations of asbestos in areas that are relevant to their work.

5.15 Supporting Pupils with Medical Conditions (**Medication Administration**)

- The school will ensure that it complies with the *Department for Education Supporting Pupils at School with Medical Conditions* and will manage this by:
- Following the Trust's 'Supporting Pupils with Medical Conditions Policy' which is communicated to all relevant colleagues to include agency and volunteers.
- Only administering medication whereby written consent has been received.
- Ensuring all medication is clearly labelled and in original packaging/container with pupil details and, where necessary, kept in secure safe place and be accessible where required.
- Recording all medication administered to pupils using the templates as contained within the Trust's 'Supporting Pupils with Medical Conditions Policy'.
- Ensuring all colleagues who undertake assistance with the administration of medication are given the necessary training.

5.16 Monitoring and Review

This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Trust's Executive Leadership Team on a regular basis (every year as a minimum), or sooner if required.

In order to substantiate that health and safety standards are being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

Active Monitoring Systems

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- 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 accidents, cases of ill health (work-related sickness), damage to property, etc.

Audits

The school's health and safety management will be audited periodically by a number of different routes, which may include the procurement of specialist services as offered by YMD Boon Ltd Health and Safety Service. The Trust reviews this process as a positive assessment of health and safety management system and takes appropriate action to continually improve health and safety across the school.

Reporting and Response Systems

- 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.
- The Local Academy Committee and school Senior Leadership team will all receive and consider reports on health and safety performance termly.

Investigation Systems

- Prioritising investigation of incidents 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.
- Where cases of occupational ill-health are to be investigated.
- Complaints relating to occupational health and safety are to be recorded and investigated.
- Accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded, and appropriately investigated with the Headteacher or Head of School being responsible for any identified follow up actions.

5.17 Moving and Handling

The school will ensure that it complies with the HSE's approved code of practice 'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within the school there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly risk assessed and completed by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for colleagues with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

5.18 New and Expectant Mothers

The school recognises that the general precautions taken to protect the health and safety of the colleagues and visitors as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the school will ensure that:

- Colleagues to include agency and volunteers are instructed to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.

- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures and reasonable adjustments identified by the risk assessment are implemented, followed, monitored, regularly reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Appropriate training and support will be provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition. Please see Leave of Absence Policy.
- Where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- The Trust family leave suite of policies gives further details.

5.19 Occupational Health Services and Work-Related Stress

The school acknowledges that there are many factors both works related and personal that may contribute to colleagues' ill health including stress.

Please see Managing Sickness Absence Policy for more information.

5.20 Outdoor Play Equipment

The school will ensure all outdoor fixed play equipment and associated safety surfaces will conform to BS EN 1176 and BS EN 1177.

The school will manage the risk associated with the fixed outdoor play equipment by ensuring that:

- Pre use checks on play equipment will be undertaken by colleague before equipment is used by pupils.
- Daily or weekly checks are undertaken and recorded.
- An annual inspection/maintenance of fixed outdoor play equipment and safety surfaces will be undertaken by competent accredited contractors.
- An up-to-date risk assessment will be kept ensuring the equipment and pupil activities are appropriately supervised and remain safe.

Outdoor play equipment not governed by the above standards will be visually checked pre use to ensure safe for pupils.

Where any equipment is determined damaged or unsafe it will be taken out of use in line with the school's defect reporting procedure.

5.21 Preventing Workplace Harassment and Violence

The school is committed to providing a safe and secure working and educational environment for

colleagues, pupils, and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention the following procedures are in place:

Colleagues are advised to:

- Avoid confrontation if possible.
- Withdraw from situation if safe to do so to get support.
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- Follow measures/ procedures identified in violence/ assaults and lone working risk assessments.
- Contact emergency services, as appropriate.
- Inform the Executive Head Teacher/Head Teacher/Head of School or a member of the senior leadership team if confrontation has taken place.

The school will:

- Ensure the Executive Head Teacher/Head Teacher/Head of School or member of the senior leadership team attend site on being informed of an incident, if considered necessary.
- Have in place procedures for the reporting of incidents.
- Offer counselling/ support through Occupational Health.
- Debrief individuals following any incident.
- Provision of training on how to manage conflict and aggression as required.
- Review specific risk assessment following any incident.
- Follow the Trusts Harassment, Persistent and Vexatious Complaints Policy

See Bullying and Harassment Policy for colleague related incidents.

5.22 Risk Assessment

Risk assessments are undertaken for tasks/ activities/ substances where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

The school's risk assessment process follows the HSE Controlling Risk in the Workplace INDG163 (Rev 4) published 08/14.

Within the school various members of staff are tasked with the development of risk assessments based on their knowledge, experience, and competence. Colleagues that undertake risk assessments on behalf of the school will be trained in hazard/ risk reduction techniques to ensure they fully understand the risk assessment process.

Relevant colleagues are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are communicated to relevant colleagues and are always accessible to colleagues via either a risk assessment folder, located in a designated area in school or a shared area online.

A risk assessment register will be developed for each school in line with the Trust's risk assessment process.

Risk assessments are reviewed on a regular basis and following any significant change or incident that may impact on the findings.

5.23 Security

The school will ensure that the security of the site is assessed, and adequate arrangements are in place to control access into the school building and grounds. All visitors are required to sign in at reception and required to wear a visitor's badge.

5.24 Statutory Inspections

The school ensures that statutory inspections are undertaken at required intervals for all plant and equipment. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored by the Estates Manager / Site Manager to ensure inspections are completed on time.

5.25 Third Party Monitoring / Inspection

The school will be subject to third party inspection and monitoring such as, Ofsted requirements, HSE inspection regime, Fire Service Inspection regime. Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

5.26 Water Hygiene Management

The school will ensure it complies with the HSE approved code of practice *'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).* The school is committed to preventing exposure to legionella bacteria to all persons that enter onto its premises and manages this by:

- Commissioning a bi-annual Legionella risk assessment and ensure actions identified are acted upon.
- Commissioning a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems as required.
- Ensuring that relevant staff are suitably trained / competent to undertake monitoring/testing activities required by the Legionella risk assessment to include:
    - Monthly temperature checks
    - Weekly flushing of little used outlets

5.27 Working Alone

The school acknowledges that there will be times that some colleagues work either alone or in what is considered an isolated environment. To manage the risk to colleagues of working alone the following arrangements are in place:

The school will ensure that:

- The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises
- Local arrangements are in place for colleagues who are working alone so that they have regular monitoring visit/communication dependent on the situation.
- Colleagues advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- Only tasks considered low risk will be undertaken when working alone.
- If lone working is required off site e.g., Home Visits, specific risk assessments will be undertaken.

5.28 Working at Height

The school will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401).*

The school may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access to step ladders and ladders for short duration works and will ensure that:

- Working at height is avoided whenever possible.
- If it cannot be avoided, working at height is properly risk assessed and is completed by competent persons and carried out in a planned manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders and step ladders) is identified and inspected annually.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all colleagues, agency, volunteers with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

6.0 Appendixes

Links with other policies and statements:

- 6.1.1 Medication Policy
- 6.1.2 Education Visits Policy
- 6.1.3 Harassment, Persistent and Vexatious Complaints Policy
- 6.1.4 Induction Policy
- 6.1.5 Whistleblowing Policy
- 6.1.6 Risk Management Policy
- 6.1.7 Home Working Policy
- 6.1.8 Records Management Policy
- 6.1.9 Lone Working Statement
- 6.1.10 Wellbeing Statement
- 6.1.11 Managing Sickness Absence Policy