Educate Together Academy Trust

Health and Safety Policy,

Part 2

Approval by:	Trust Board
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Version	Date	Summary of changes	Author
24.1	March 2024	New, adapted form Delegated Services template	Claire Mansri
24.2	September 2024	Change to external H&S support	Claire Mansri
24.3	October 2025	Changes to H&S drop-in session, and other terminology improvements. Reference to Delegated Services removed.	Philip Blomberg CMIOSH, Acorn H&S Ltd
24.4	September 2026	Sections added to - Administration of medication (Section 2) & First aid (Section 4) Health (Sections 1 – 7) DSE (Sections 1 – 4)	Claire Mansri

Educate Together Academy Trust Health and Safety Policy Document 2 of 2.

Document 1 introduces the general statement of commitment to ensuring the Health and Safety of employees and other people. This is to meet the statutory requirements of the Health and Safety at Work etc. Act 1974.

Where appropriate links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement**.**

Document 2 goes into more detail about the organisation and arrangements.

The two documents together provide the main Health and Safety policy.
On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training, and other aspects of good management.

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Part One - Statement of Intent

1. This policy statement is the local supplement to Educate Together Trusts Health and Safety Policy.
2. The Trust recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
3. The Trust is committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed.
4. In compliance with the Health and Safety at Work Act 1974, the Trust will ensure so far as is reasonably practicable that:

    - The premises are maintained in a safe condition.
    - Safe access to and egress from the premises is maintained.
    - All plant machinery and equipment are safe to use.
    - Appropriate safe systems of work exist and are maintained including offsite visits.
    - Sufficient information, instruction, training, and supervision is available and provided.
    - Arrangements exist for the safe use, handling and storage of articles and substances at work.
    - A healthy working environment is maintained including adequate welfare facilities.

5. In addition to the above commitment, the Trust also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the schools' activities, the Trust will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.
6. The Trust will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.
7. The Trust is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Trust's commitment to continuous improvement in our Health and Safety performance. For the policy to be effectively

implemented the Trust must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- To take care of their own safety and that of others and.
- To co-operate with the Trust and school senior management team so that they may carry out their own responsibilities successfully.

8. All relevant Regulations, Codes of Practice will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this policy has been published on School Bus. Copies are also on school Health and Safety notice boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
11. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Trust.

Part Two - Organisation

Introduction

To achieve compliance with the Trust's Statement of Intent the Trust's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

The duties of The Trust

1. In the discharge of its duty, the Trust, in consultation with the Head teacher, will:
2. Make itself familiar with the Trust's Health and Safety policies and the advice and guidance provided by the government.
3. Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the Trust.
4. Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
5. Identify and evaluate all risks relating to.

    - The premises
    - School activities
    - Educational visits
    - School and Trust-sponsored events

6. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
7. Create and monitor the management structure to enable the implementation of Health and Safety.
8. In particular the Trust undertakes to provide:

    - A safe place for staff and pupils to work including safe means of entry and exits.
    - Plant machinery and equipment and systems of work which are safe.

- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which consider all appropriate Statutory Requirements, Codes of practice and Guidance.

9. Supervision, training, and instruction so that all governors, staff, and pupils can perform their academy-related activities in a healthy and safe manner. All staff will be given Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Trust will ensure, that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
10. The required safety and protective equipment (PPE) and clothing together with information on its use.
11. Adequate welfare facilities.
12. So far as is reasonably practicable the Trust, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

    - This policy.
    - All other relevant Health and Safety matters.
    - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The duties of the Headteacher

1. As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the Trust and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.
2. The Headteacher is required to take all necessary and appropriate action to ensure that proper Health and Safety standards are always maintained.
3. In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- Ensuring safe working conditions of the school premises and facilities.
- Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in Trust-sponsored activities
- Ensure safe working practices and procedures throughout the school so that all risks are controlled.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Trust are made aware of the findings.
- Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- Collate accident and incident information and, when necessary, carry out accident, incident and near misses' investigations and implement any remedial action to prevent reoccurrence;
- Monitor the standards of Health and Safety throughout the school, including all school and Trust-based activities.
- Monitor the management structure, in consultation with the governors; consult with members of staff, including safety Representatives, on Health and Safety issues; and
- Encourage staff and others to promote Health and Safety.

The duties of Supervisory Staff
(includes SLT, Caretakers, Administrators)

1. In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety policy within their relevant departments and areas of responsibility.
2. As part of their day-to-day responsibilities, they will ensure that:

    - Safe methods of working exist and are implemented throughout their area of responsibility.

- Health and Safety regulations, rules, procedures, and codes of practice are being applied effectively.
- Staff, pupils, and others under their jurisdiction are instructed in safe working practices.
- New employees working within their departments are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary.
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- Positive, corrective action is taken where necessary to ensure the Health and Safety of all staff, pupils and others.
- All plant machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- Appropriate protective clothing and equipment, first aid and firefighting equipment are provided and readily available in the department in which they work.
- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- They monitor the standard of Health and Safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of Health and Safety.
- All Health and Safety information is communicated to the relevant persons and they report any Health and Safety concerns to the Headteacher.

Duties Of Class Teachers

1. As part of their day-to-day responsibilities, they will ensure that:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the Health and Safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally.

- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or SLT on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior authorisation; and
- Report all accidents, defects, and dangerous occurrences to their Headteacher.

Duties of All Employees (including temporary and volunteers)

1. Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the Health and Safety of themselves, other employees, and other persons.
- Observe all instructions on Health and Safety issued by the Trust, school or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they consider being in the school's Health and Safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative (where these exist) and the Enforcement Officers of the Health and Safety Executive.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchase are considered; and

- Employees delegated responsibilities for specific aspects of Health and Safety must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

Trust Estates and Facilities Manager

1. The Trust Estates and Facilities Manager has the following responsibilities:

    - To support the Headteachers in reviewing schools risk assessments, where requested.
    - To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
    - To make provision for the inspection and maintenance of work equipment throughout the Trust.
    - To manage the keeping of records of all compliance tasks and activities.
    - To advise the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors.
    - To support the Headteacher to ensure that staff are adequately instructed in Health and Safety matters in connection with their specific workplace and the Trust generally; and
    - Carrying out any other Health and Safety functions devolved by the Headteacher or Trust.

Health and Safety Representatives

1. The Trust and Headteacher recognise the role of safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out Trust inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

Pupils

1. Pupils, in accordance with their age and aptitude, are expected to:

    - Exercise personal responsibility for the Health and Safety of themselves and others.
    - Observe standards of dress consistent with safety and/or hygiene.
    - Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency; and
    - Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their Health and Safety.

Visitors, Members of the Public and Volunteers

1. Visitors and members of the public are requested to co-operate with the Health and Safety arrangements put in place by the school to protect them when using the school premises or land.
2. Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training, and supervision for the tasks they will be undertaking.

Part Three - General Arrangements

A to Z Arrangements by topic

The following Health and Safety topics are listed alphabetically. They are intended as an outline of the arrangements made. The Health and Safety management systems are extensive and consists of documents, posters, training, standard operating procedures, and many other aspects. Within a basic structure there are day to day decisions, dynamic risk assessments and risk assessments being updated, new guidance being received, and new training being absorbed.

The Trust and school management are aware that there is additional law other than occupational Health and Safety law that may affect what is commonly called “Health and Safety”. This includes licensing law, highway and transport legislation, food safety, environmental management, and the area of civil law.

The Trust recognises that individual aspects of our arrangements address staff, pupils and others' Health and Safety, contributing to our overall safeguarding approach.

		Accident (this includes near-miss incidents and cases of aggression/ violence) Reporting.
	1.	There is a legal requirement to report certain accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 usually called RIDDOR. The Trust will report on and investigate accidents, incidents and near misses and adhere to the relevant legislation for accident reporting and investigation.
	2.	All staff will be encouraged to report accidents, incidents and near misses. Headteachers will investigate such incidents, identify and implement means to prevent a recurrence.
	3.	All completed accident/incident/near miss forms will be reported electronically using the Trust’s system accident database, Evolve.
		Administration of Medicines
	1.	Parents and carers know they will be informed of medication administered and any additional information which will help in the longer-term management of the medical condition.
	2.	Allergy-related medication, including adrenaline auto-injectors (AAIs), will be managed in accordance with the Trust’s Allergy and Anaphylaxis Policy, the pupil’s Individual Healthcare Plan and/or Individual Allergy Action Plan, and the school’s arrangements for the administration of medication.
	3.	See also - Health
1.		**AED (Automated External Defibrillator)** - See First Aid
2.		**Air Extraction** - See Local Exhaust Ventilation and Air Extraction
3.		**Asbestos Management**
	1.	There is no asbestos on any Trust site. There is an asbestos register held centrally in the ETAT Facilities - Documents folder.
4.		**Audit** - See Monitoring and auditing Health and Safety performance

5.		**Banning** - See Warning and Banning
6.		**Behaviour**
	1.	Individual 'Behaviour policy' can be found on each school's own website.
	2.	This also includes details regarding the use of reasonable force (positive handling). The Trust understands this higher risk area contributes to effective Safeguarding.
	3.	See also - Warning and Banning
7.		**Buildings and premises**
	1.	The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.
	2.	The Trust uses an online compliancy system; iAM Compliant to log this information. This includes: • Records of compliance, maintenance, inspections, and repairs. • Defect reporting procedure. • Fire, Asbestos, Legionella, and other key matters as required - if they are required. • Grounds maintenance, including tree surveys/inspection reports. • Insurance inspections. • Defect reports. • Other documents as needed. Some compliancy records are held centrally with the Estates and Facilities Manager
8.		**Caretaking and Premises Management**
	1.	See also Building and Premises
9.		**Child protection** - See Safeguarding and Child Protection
10.		**Cleaning** - See Housekeeping
11.		**drop-in session** - See Health and Safety drop-in session
12.		**Communicating information to employees and other persons who are not employees.**
	1.	There will be staff noticeboards, staff meetings, school and staff newsletters and e-mail briefings as well as the Health and Safety drop-in session.
	2.	Contractors will get briefings appropriate to their work or project. See Contractors.
	3.	Perimeter and site posters signs or other markings will be used as suitable for example to warn that the site is not generally open to the public.
13.		**Computers and other IT equipment and systems**
	1.	This covers a wide range of items. Traditional information systems such as the school network wired or wireless and attached terminals are only part of the current "wired society". Other aspects include mobile devices, equipment linked to the Internet, the World Wide Web and so on.
	2.	Equipment related to information, technology and communications will be managed by Soltech IT.
	3.	Display screen assessments (DSE Risk assessments) when required will be organised through the line managers.
	4.	E-safety is managed by DSL. We understand this is a higher risk area and contributes to effective safeguarding. See Safeguarding and Child Protection.
	5.	Data Protection requirements are dealt with by the Headteacher and Data and Systems Officer.
		Confined Spaces

14.		"Confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. "Specified risk" means a risk of: (a) serious injury to any person at work arising from a fire or explosion. (b) without prejudice to paragraph (i) the loss of consciousness of any person at work arising from an increase in Body temperature. (ii) the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour, or the lack of oxygen. (c) the drowning of any person at work arising from an increase in the level of a liquid; or (d) the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid. The Trust have not identified any confined spaces according to the definition set out in section 1, paragraph 2 of the Confined Spaces Regulations 1997 above.
		Further information can be found via the HSE website at https://www.hse.gov.uk/pubns/books/l101.htm
15.		**Consultation** - See Health and Safety representatives, trade union and staff
16.		**Contractors**
	1.	Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.
	2.	All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher, delegated person and/or Caretaker
	3.	Any 'Hot Works' carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the Trust Estates and Facilities Manager.
	4.	Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.
	5.	Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered. This information is gathered and recorded on the ETAT Contractor Evaluation Form.
	6.	The Trust Estates and Facilities Manager will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing: • A copy of the school 's Policies, Procedures, Codes of Practice, and other guidelines. • Other documents as needed. • Checking contractors' documents and other details as necessary.
17.		**COSHH (Control of Substances Hazardous to Health)**
	1.	For the purposes of this policy the Trust recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead, and asbestos have their own regulations, so they are also mentioned separately.
	2.	Other COSHH related matters will be considered by the Trust Estates and Facilities Manager.
	3.	The legislation involved includes: • Control of Asbestos Regulations 2012 • Control of Lead at Work Regulations 2002 (CLAW) • Control of Substances Hazardous to Health Regulations 2002 • The Dangerous Substances and Explosive Atmospheres Regulations 2002 • Explosives Regulations 2014 • Explosives Regulations 2014 (Amendment) Regulations 2016 • Ionising Radiation Regulations 1999 (IRR99)

		• Petroleum (Consolidation) Regulations 2014
18.		**Curriculum Activities – High Risk**
	1.	The establishment has identified that certain curriculum activities will pose higher risk, such as food technology, PE, D & T and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE and Acorn Health and Safety, to ensure relevant and up to date information is provided
19.		**Cyber security** - See Security
20.		**Defect reporting**
	1.	There is a defect reporting procedure via a helpdesk function on iAM Compliant which can for staff to report faults so that problems can be dealt with quickly and effectively.
	2.	All employees are expected to act as follows. If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager, the caretaker or Trust Estates and Facilities Manager as soon as they become apparent.
21.		**Display Screen Equipment (DSE) and Workplace risk assessment**
	1.	The Health and Safety (Display Screen Equipment) Regulations 1992 require regular users of display screen equipment (DSE) to be appropriately assessed and, where necessary, steps taken to protect their health, safety and wellbeing.
	2.	The Trust will formally invite employees who are defined as a regular user (continuously for an hour or more) of DSE to complete an online DSE assessment when they commence employment. DSE assessments will then be completed at least every three years, or sooner where there is a significant change in circumstances or where an employee raises a concern regarding their DSE workstation or working arrangements.
	3.	Where an employee moves their workstation to another area, they will be required to complete a DSE self-assessment to ensure that their new workstation remains suitable and that appropriate arrangements are in place to protect their health, safety and wellbeing. These are available to download from the HSE website - *https://www.hse.gov.uk/pubns/ck1.htm*
	4.	Template risk assessments can be found in the ETAT Facilities - Documents folder and this is carried out by someone who has been deemed to be competent.
22.		**Educational Visits**
	1.	The Trust have named this higher risk area of activities that contributes to effective Safeguarding. There is a names coordinator at each school and each educational visit is risk assessed with advice sough from Acorn Health and Safety if necessary.
23.		**Electricity**
	1.	The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work Act 1974 Section 2 (2) and the Electricity at Work Regulations 1989.
	2.	Electrical systems will be inspected on a 5-year basis.
	3.	Electricity within teaching and learning will also follow the guidance available from CLEAPSS and DATA.
	4.	See also Portable Appliance Testing (PAT)
24.		**Emergency Procedures**
	1.	The specific procedures are as contained in the Business Continuity Plan. This has been based on The School Bus template and government guidance. The school accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.
	2.	Fire evacuation procedures are available at each school as part of the Fire Risk Assessment to meet the obligations under the Regulatory Reform (Fire Safety) Order 2005.

	3.	First aid and medical support arrangements are made in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE.
	4.	Problems from gas, water, and electricity such as leaks, floods, and service outage.
	5.	Intruder, crime, and terrorism including aggression and violence from parents or other visitors. Lockdown procedures are available at each school.
25.		**E – safety** - See Computers and other IT equipment and systems
26.		**Fire Precautions**
	1.	The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change, or if legislation changes.
	2.	The schools' Fire Logbook will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc. The establishment will hold the Fire Logbook, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. together on iAM Compliant.
27.		**First Aid Provision and medical support**
	1.	The Trust understands first aid is a higher risk area at the school and contributes to effective safeguarding.
	2.	The names of First Aiders and others with appropriate skills must be posted on the school's Health and Safety notice board and at strategic locations within the school.
	3.	Training and resources will be considered and provided in relation to the location (proximity to emergency medical facilities) and occupants e.g., paediatric first aid training provided if the occupants are at EYFS as set out by the EYFS framework
	4.	Staff responding to an allergic reaction or suspected anaphylaxis will follow the Trust's Allergy and Anaphylaxis Policy and the relevant individual healthcare/allergy action plan, including the emergency arrangements for the use of adrenaline auto-injectors where required.
	5.	Also see - Health
28.		**Gas**
		The use of gas systems and equipment will follow the current legal requirements. These include the general duties within the Health and Safety at Work Act 1974 Section 2 (2) and the Gas Safety (Installation and Use) Regulations 1998.
		Gas equipment and systems will be inspected in accordance with regulations and manufacturers guidance.
		Further guidance is available from the HSE: safety in the installation and use of gas systems and appliances
29.		**Grounds Maintenance** - See Buildings and Premises
30.		**Health**
	1.	The arrangements for supporting pupils and staff with medical conditions are set out in the relevant Individual Healthcare Plans (IHPs), Individual Allergy Action Plans (IAAPs) and associated medical procedures. These arrangements contribute to the Trust's overall Health and Safety and safeguarding responsibilities.
	2.	The Trust recognises that allergies and anaphylaxis can present a significant and potentially life-threatening risk. The Trust's Allergy and Anaphylaxis Policy sets out the arrangements for identifying and managing allergies, minimising exposure to known allergens, providing appropriate support, and responding to allergic reactions and anaphylaxis.
	3.	Schools will ensure that appropriate risk assessments, individual healthcare arrangements, allergy action plans, emergency procedures, medication arrangements and staff training are in place where required to support pupils with allergies and other medical conditions.
	4.	Staff will receive appropriate information, instruction and training relevant to their responsibilities. This includes training in recognising allergic reactions and

		anaphylaxis, understanding the arrangements for individual pupils, accessing adrenaline auto-injectors (AAIs) and responding appropriately to a suspected anaphylactic reaction.
	5.	Where a pupil is identified as being at risk of anaphylaxis, the school will ensure that appropriate arrangements are in place for access to prescribed medication and spare emergency adrenaline auto-injectors, where applicable, in accordance with the Allergy and Anaphylaxis Policy and the pupil's individual healthcare arrangements.
	6.	The management of food allergies will be supported through appropriate food safety, allergen management, catering and food labelling arrangements. These arrangements apply to food provided by the school, catering providers, parents and activities involving food.
	7.	The Allergy and Anaphylaxis Policy should be read alongside this Health and Safety Policy, the Medical Conditions arrangements, Administration of Medication, First Aid, Food Safety and relevant risk assessments.
	8.	Guidance on infection control within a school setting is followed provided by the UK Health Security Agency, details can be found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
	9.	Please see Infectious Disease and Infection Control for further information regarding this matter
	10.	Please also see Administration of Medication
31.		**Health and Safety Performance** - See Monitoring and auditing Health and Safety performance
32.		**Health and Safety representatives, trade union and staff**
	1.	The Trust is committed to consultation with employees and other relevant or helpful people and organisations to ensure the best possible Health and Safety performance.
	2.	There are requirements in other legislation such as: • Health and Safety at Work Act 1974 Section 2(2) (c), 2(6) and 2(7) • The Management of Health and Safety at Work Regulations 1999 • The Regulatory Reform (Fire Safety) Order 2005 These require consultation and information sharing which the Trust accepts in the spirit of the legislation to ensure the Health and Safety of all persons affected by their activities so far as is reasonably practicable.
	3.	Health and Safety representatives (Trade Union or staff reps) will be given support, and a Health and Safety drop-in session will be formed.
33.		**Health and Safety drop-in session**
	1.	A consultative Health and Safety drop-in session will be formed and meet on a regular basis, once per term.
	2.	A consultative Health and Safety drop-in session will be formed and meet under an agreed set of guidelines (agenda).
	3.	The minutes from these meetings will be presented to Local Governing Body following each meeting and an overview report provided to the Trust board, annually.
34.		**Hoists** - See Lifts and Lifting equipment
35.		**Housekeeping**
	1.	The headteacher with support from the caretaker, cleaning supervisor and others will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, other storage areas and all designated escape routes will always be kept clear. Rubbish bins, skips, etc will be located away from school buildings and secured to suitable fixed points.

	2.	Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.
36.		**Incident reporting**
	1.	This is described under 'Accident reporting' regarding accidents and 'Defect reporting' for defects around the site.
37.		**Induction** - See Training
38.		**Infectious diseases and infection control**
	1.	Many lessons were learnt from the Coronavirus Pandemic. The school will continue to encourage and educate the community to 'catch it, bin it, kill it'
	2.	The staff will be encouraged to report any concerns regarding infectious diseases. The advice available from the UK health Security Agency will be followed and can be found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
	3.	The schools will implement increased hand washing and touch point cleaning if an outbreak of an infectious disease is identified at the school
39.		**Inspections**
	1.	Regular inspections, walk rounds and checks will take place to assist in the management of the school premises.
	2.	Formal inspections are to be carried out periodically each year. The focus can be on themes/particular areas, and we understand this would be beneficial as a 'fresh eyes' approach involving other members of staff, governors and pupils.
	3.	Summarised reports of findings from inspections to be given to the Health and Safety drop-in session and LBG member.
	4.	See also Monitoring and auditing Health and Safety performance
40.		**Internet** – See Computers and other IT equipment and systems
41.	1.	**Ionising Radiation**
	2.	In using Ionising Radiation for educational purposes, we ensure that we will comply with the Ionising Radiation Regulations 2017
	3.	To ensure the safety of all, we will follow guidance set out in CLEAPSS document L093-Managing Ionising Radiations and Radioactive Substances in Schools and Colleges
	4.	Radon levels will be monitored, high risk areas will be identified, such as boiler rooms, and control measures implemented where necessary
42.		**IT** - See Computers and other IT equipment and systems
43.		**Keeping Children Safe in Education** - See Safeguarding and Child Protection
44.		**Legionella** - See Water Hygiene and Legionella Management
45.		**Lettings**
	1.	The Trust has a range of lettings. These include sports pitches and hall lettings. Each school shall ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health and Safety matters including: Insurance arrangements, Risk Assessments, First Aid, and Emergencies.
	2.	All hirers of the school premises, including the hall, other rooms or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use. Emergency information will be available for the hirer to use in evacuation and liaison with the Fire and Rescue Service if they are in sole use of the site.
	3.	The lettings emergency information will have: • Site plans. • Key locations except where this affects security. • Fire safety information such as how to turn off equipment.

		• Important contacts and their details. • Other relevant information.
46.		**Lifts and lifting Equipment (including hoists)**
	1.	In using passenger lifts and /or lifting equipment, the Trust will comply with Lifting Operations and Lifting Equipment Regulations 1998 and follow guidance provided by the HSE Safe Use of Lifting Equipment https://www.hse.gov.uk/pubns/books/l113.htm
	2.	Passenger lifts will only be used by authorised people, when safe to do so. Procedures are put in place to manage this, and signage installed to notify users if these are disabled during a fire evacuation
	3.	An inspection and maintenance system will be put in place for all lifts and/or lifting equipment at a frequency established by the manufacturer/ risk assessment/ appropriate guidance
	4.	See also Manual handling
47.		**Local Exhaust Ventilation (LEV) and air extraction**
	1.	The Trust recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept on iAM Compliant.
	2.	Air extraction in kitchens and other types of air extraction such as cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.
	3.	Other air extraction will be provided and maintained as needed around the premises in for example: • Toilets and washrooms. • Rooms where there are photocopiers or other equipment. • Rooms that may become hot during parts of the year. • Kitchen/canteen.
48.		**Lockdown** - See Emergency procedures
49.		**Lone Working**
	1.	Precautions to be taken in relation to lone working
50.		**Machinery and plant (including utilities and premises where necessary)** - See Plant, machinery, and equipment
51.		**Manual Handling (i.e., lifting and carrying of objects) and the lifting & carrying of children or adults as part of care arrangements**
	1.	Responsibility for organising the safe manual handling of significant loads will rest with the line manager, supported by the Trust Estates and Facilities Manager. The Caretaker will assist other staff for example teachers where loads need to be carried.
	2.	The lifting and carrying of children or adults as part of care arrangements will be identified and risk assessed by the SENCO and line manager.
	3.	All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person and all the precautions and control measures identified are in place.
	4.	Where possible standard operating procedures will be used as part of premises management or care plans.
	5.	Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.
	6.	The SENDCO/ relevant role will identify through a risk assessment if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected.

	7.	Appropriate equipment will be purchased, and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated
	8.	For the use of reasonable force (positive handling) please also see – Behaviour
52.		**Medical conditions** - See Health
53.		**Minibus** - See Driving
54.		**Monitoring and auditing Health and Safety performance**
	1.	The Trust will apply the Health and Safety Executive recommended process of Plan, Do. Check and Act.
	2.	There will be a rolling programme of updating documents.
	3.	Audits will be carried out at each school at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit.
	4.	Audit findings will be presented to the Governors/Trust/ Headteacher etc. An action plan will be created, and items actioned in a priority order.
	5.	Monitoring includes regular walkabouts and meeting employees, pupils, and contractors. Walkabouts may be formal and recorded or day to day "walking the job" picking up issue before they become a problem.
55.		**Music** - See Noise
56.		**Noise: high sound levels and vibration (such as from machinery and music)**
	1.	The Trust recognise there may be problems experienced with noise, high sound levels and vibration. Staff can report all such cases to the caretaker, headteacher or Estates and Facilities Manager.
	2.	If required, specialist advice will be sought to monitor the hazard, assess risk, and take remedial action if necessary to comply with the Control of Noise at Work Regulations 2005
	3.	For music staff exposed to long durations of high levels of noise, regular health surveillance will be carried out and if necessary, ear plugs fitted to prevent damage. Further details of how this can be achieved and a great scheme can be found at https://www.musicianshearingservices.co.uk/what-we-do/musicans-hearing-health-scheme/
57.		**Off- Site Visits** - See Educational Visits
	1.	The Trust have named this higher risk area of activities that contributes to effective Safeguarding. There is a names coordinator at each school and each educational visit is risk assessed with advice sough from Acorn Health and Safety if necessary.
58.		**Outdoor structures, seating, monuments, and other miscellaneous features**
	1.	This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. This is carried out by the caretaker and recorded ion the weekly hazard identification checklist.
	2.	Specific risk assessment may be necessary for some things although some items commonly in use such as benches are "everyday risks" and unlikely to need detailed risk assessment.
59.		**PE**
	1.	The Trust has identified this subject as a high-risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The Trust will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE, Acorn Health and Safety to ensure relevant and up to date information is provided.
60.		**Plant, Machinery, and Equipment**
	1.	The provision and use of plant, machinery and equipment in the school will be in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998. This will ensure that it is: • suitable for the intended use

		• safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate. • used only by people who have received adequate information, instruction, and training. • accompanied by suitable Health and Safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings, and warning devices. • used in accordance with specific requirements, for mobile work equipment and power presses
	2.	The Trust recognise that specialist advice is required to determine the safety requirements for the: • adequate and correct guarding of machinery. • run-down and emergency stopping of machinery. • general inspection of plant, equipment, and machinery. • storage and transportation of toxic substances, gases etc, and • disposal of toxic and other waste substances and materials. Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.
	3.	The Caretaker and Trust Estates and Facilities Manager will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate, and copies kept on iAM Compliant and/or held centrally.
	4.	New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the school's Health and Safety drop-in session as part of consultation with staff.
	5.	The Headteacher, supported by the Trust Estates and Facilities Manager, will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery, and equipment.
	6.	The Headteacher, supported by the Trust Estates and Facilities Manager will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.
	7.	See also Portable equipment
61.		**Playground Equipment**
	1.	Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with: • an annual condition inspection by a competent person • a risk assessment at least annually by a competent person • an operational inspection to a frequency based on the risk assessment and agreed by the Headteacher, and Trust Estates and Facilities Manager • weekly visual inspections by the Caretaker.
	2.	Age-appropriate details of the equipment will be known and shared with all staff and families to ensure the correct age groups are using the equipment
	3.	If play equipment is out of bounds to pupils before or after school this should be documented in the home school agreement/ shared via newsletter etc.
62.		**Portable Equipment (all types)**
	1.	Portable equipment can be moved around and used by various people. It ranges from small stationery equipment usually regarded as low risk to grass cutting equipment, electrical equipment, and other potentially high-risk items.
	2.	Inspection reports will be held centrally and dates of inspections recorded on iAM Compliant. Timely inspection appropriate to the type and use of equipment will be

		carried out, to maximise efficiency, minimise cost and ensure brought in items by staff are pro-actively dealt with and items such as portable device transformers are not on when not in use, etc.
	3.	Suitable training will be given where required.
	4.	The persons responsible for maintenance and inspection will be agreed by the school as it may vary between department or activity.
	5.	See also Plant, Machinery and Equipment
63.		**Portable appliance testing (PAT)**
	1.	Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
	2.	The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.
64.		**Premises** - See Buildings and Premises
65.		**Radon** - See Ionising Radiation
66.		**Reporting of injuries, diseases, and dangerous occurrences or RIDDOR**
	1.	The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
	2.	The Headteacher and Trust Estates and Facilities Manager will liaise with the establishment's external Health and Safety advisor or Local Authority.
	3.	See also - Accident reporting
67.		**Risk Assessment**
	1.	The procedure for assessing and managing risks will be in accordance with the 'Management of Risk Assessments'
	2.	In line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.
	3.	The risk assessment process will follow the HSE guidance (previously called "5 Steps to Risk Assessment". It will be in mind the directions in the Sentencing Council Guidelines for criminal cases involving Health and Safety prosecutions.
	4.	Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as: • AfPE for sport and other PE activities. • ASE for Science. • Association of British Theatre Technicians • CLEAPSS for Science, DT and Art. • Institute of Physics. • DATA for DT and Art. • One Dance UK • Royal Society of Biology. • Royal Society of Chemistry.
68.		**Safeguarding and Child Protection**
	1.	The management of Safeguarding is set out in the Safeguarding policy which can be found on The School Bus.
	2.	National guidance published by Department for Education and OFSTED is followed and there are additional policies and procedures set out by the Trust which can be found on The School Bus. Occupational Health and Safety and the safety of children at school are included in safeguarding.
	3.	All staff are to be trained to a suitable level depending on their role as stated in the latest update of Keeping Children Safe in Education.
69.		**School Trips** - See Educational Visits
		Science

70.	1.	The Trust has identified this subject as a high-risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The Trust will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE and Acorn Health and Safety to ensure relevant and up to date information is provided
71.		**Security**
	1.	Some procedures are accessible only to authorised personnel including: • Personal data. • Cash protection. • IT security.
	2.	See also - Emergency procedures and Warning and Banning
72.		**Sport** - See PE
73.		**Sporting Events** - See Educational Visits
74.		**Stress** - See Wellbeing
75.		**Supporting pupils with medical conditions** - See Health
76.		**Trade Union/ Staff Consultation** - See Health and Safety representatives trade union and staff
77.		**Training**
	1.	The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the school provides suitable information and training regarding risk assessment and Health and Safety management.
	2.	The Trust recognises that: • training is always a constant requirement, based on the ability to recognise who requires it and when, • new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, considering new technology, legislation, regulations, and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.
	3.	There are various categories of training requirements defined as induction training, informative/ awareness training, and specific 'hands-on' training. • **Induction Training:** This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the Trust and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc. • **Informative and Awareness Training:** A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements. • **Specific Training:** This is a hands-on training approach where it is recognised by the Trust that employees will require an accepted level of competence to perform their tasks. Curriculum subjects may require particular competencies and support staff such as Caretakers/Site team may require others.
	4.	Examples are: • Sports and PE.

		• First Aid. • Administering medicines and supporting pupils with medical needs. • Safeguarding roles. • Fire safety duties.
78.		**Transport** - See Driving
79.		**Trees** - See Building and Premises
80.		**Trespass** - See Warning and Banning
81.		**Trips** - See Educational visits
82.		**Unacceptable Behaviour**
	1.	For information regarding parental/carer unacceptable behaviour - see Warning and Banning
83.		**Utility services** - See Electricity/ Gas/ Water hygiene
84.		**Vehicles** - See Driving
85.		**Violence and Aggression** - See Unacceptable Behaviour
86.		**Walk rounds** - See Inspections
87.		**Warning and Banning**
	1.	The Trust will give warning in writing to any parent/carer that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.
	2.	Section 547 of the Education Act 1996 and its updates make it a criminal offence to commit nuisance and trespass on school sites.
	3.	Schools are not public places and Trusts can decide who is welcome, or not, using their rights as Landlord of the site.
	4.	Parents/Carers will be given a home/school contract to explain expectations of their behaviour and procedures if these expectations are not met.
	5.	See also – Security
88.		**Water Hygiene and Legionella Management**
	1.	There is a specific requirement to manage the risk of Legionnaire's Disease due to Legionella bacteria in water supplies. This is described in the Health and Safety Executive publication at: http://www.hse.gov.uk/pubns/books/l8.htm
	2.	Water Hygiene/Legionella will be managed in accordance with each schools Legionella risk assessment held centrally and site management procedures including, training, regular monitoring, flushing and cleaning regimes.
89.		**Wellbeing**
	1.	The Trust recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are: • Increased staff morale, helping to encourage staff retention and recruitment. • Lower supply costs and greater stability because of fewer staff absences. • Improved emotional wellbeing, which has contributed to a reduction in staff members absence. • Improved standards through increased stability and motivation. • A contribution to self-evaluation processes through an online self-review of the organisation. • Improved communication and school effectiveness. • Strengthened relationships and mutual understanding, and • A framework in which to monitor change.

	2.	A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.
90.		**Working at height**
	1.	The main legal requirements are set out in the Work at Height Regulations 2005.
	2.	The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be carried out, and the control measures put in place.
	3.	Working at height will be avoided where possible, ensuring displays/ windows/ equipment/ items can be accessed at ground level
	4.	Training will be provided to all key staff that access any areas that require access above ground level. Staff will be instructed they must ***never*** work at height without suitable training
	5.	Sufficient access equipment such as elephant foot stools, step ladders, tower scaffolding etc. will be provided and stored at key sites throughout the site to ensure it is easy to access to avoid inappropriate methods to access areas at height.
	6.	Access equipment will be inspected every six months and findings recorded on iAM Compliant.
91.		**Work Experience**
	1.	The HSE guidance on work placements will be followed. In most cases existing risk assessments can be used though each placement will be checked for any special requirements. Special requirements may be: • Language issues. • Adaptations for accessibility. • Other personal requirements.
	2.	For teaching/related trainees/secondary age pupils from other schools, Headteachers will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.
	3.	For primary age pupils gaining work experience (for example helping in an office environment within the school) the procedure will be similar
92.		**Wrap-up of other issues relating to occupational Health and Safety**
		This policy is intended to be a demonstration of the serious commitment to Health and Safety by the Trust. There are many detailed issues that are not specifically mentioned which however are covered by the general processes mentioned such as risk assessment.

Part Four - Other Health and Safety or wellbeing linked issues

1.		**Environmental**
	1.	The Environment Agency and Local Authorities enforce legislation regarding waste and pollution and a range of other issues. The school will comply with all requirements.
2.		**Food safety**
	1.	Food safety is managed through the Food Standards Agency advice and guidance. It is linked to occupational Health and Safety through the equipment and utilities used and the activities.
	2.	Food safety and hygiene use a HACCP (Hazard Analysis and Critical Control Point) system similar in framework to risk assessment and risk control systems.
	3.	All activity using food including catering, curriculum activities and PTA events are controlled using the same standards.

3.		**Health** - See above in the A-to-Z arrangements
4.		**Road transport and highway issues**
	1.	Most issues are included under the occupational Health and Safety sections above. Vehicles, driver authorisation and highway behaviour are controlled by additional legislation with the Police being the first enforcement agency in most cases.

Part Five - References

The Health and Safety Executive website provides an extensive range of information.
Visit: www.hse.gov.uk

Key useful documents include:

- HSG 65 Managing for Health and Safety which can be downloaded free at http://www.hse.gov.uk/pubns/books/hsg65.htm
- INDG 417 Leading Health and Safety at work http://www.hse.gov.uk/pubns/indg417.pdf
- Stress and mental health at work https://www.hse.gov.uk/stress/standards

and from DfE:

- Department for Education Governors' Handbook
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

Early Years

- https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

NHS

- http://www.nhs.uk/pages/home.aspx

UK Health Security Agency

- https://www.gov.uk/government/organisations/uk-health-security-agency

Food Standards Agency

- https://www.food.gov.uk/

Allergy Statutory Guidance

- https://www.gov.uk/government/publications/allergy-safety-in-schools