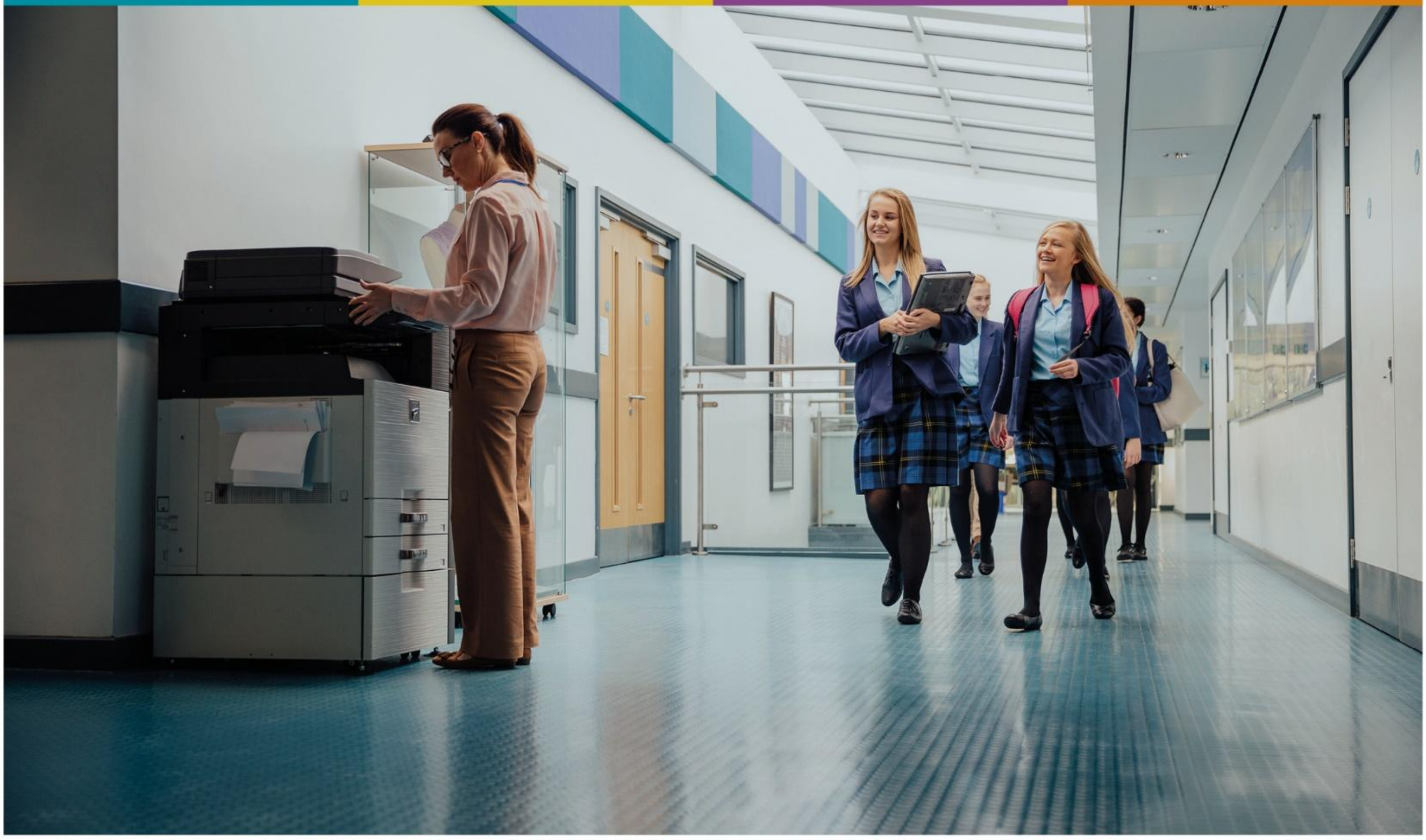
HEALTH & SAFETY | TRAINING | HR & EMPLOYMENT LAW | COMPLIANCE



Health & Safety Policy

St Cuthbert's
ROMAN CATHOLIC ACADEMY TRUST

September 2026

StallardKane
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Contents

Health and Safety Policy Amendment Sheet

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
1	June 2018		First issue
2	July 2019		Annual Review
3	July 2020		Annual Review
4	July 2021	 2.21 2.22 2.23 2.24 2.25 2.26 2.28 2.29 2.30 2.31 2.32 2.33	Annual Review (New consultant) Asbestos – New Technology lesson – New Physical education – New Breaktime protocol – New Lone working – New School security - New Supply and temp teachers -New Food safety - New Homeworkers/Working from home (WFH) -New New and expectant mothers - New Covid-19 pandemic policy – New PUWER Regulation 1998 – New
5	July 2022	 2.32	Annual Review Review Covid-19 content
6	July 2023		Annual Review (CEO) and Trust(s) update
7	July 2024	 2.34 2.35	Full annual review. Newly appointed H&S Advisor. Renumbers (new order) Rewording Trust / Academy throughout **Additional Section** Legionella Vulnerable Glazing
8	September 2025	 2.35 2.36	Full annual review and reissue. **Updated Section:** Vulnerable Glazing to Glazing Safety **Additional Section:** Tree Safety
9	October 2025	Page 5 & 13	Policy updated to clarify that all health and safety responsibilities apply equally to employees subcontracted.
10	December 2025		This policy is applicable to every student within the age range of 2–18 years..

Issue number	Date	Index reference	Brief description of amendment
11	September 2026	 Part 2 1.1 1.8 1.21 1.31 1.47 1.49 1.5 1.6 1.9 1.14 1.15 1.20 1.23 1.29 1.32 1.33 1.34 1.40 1.41 1.42 1.43 1.44 1.46 1.50 1.52 1.57 1.55 1.56 1.57 1.58 1.59	Full review, including renumbering and additional section: **Removed Section** Communication with employees Technology Lessons **Amended Section:** Nominated Persons Consultation with employees First Aid Control of Substances Hazardous to Health (COSHH) Lone Working and Isolated Working Educational Visits Breaktime Protocol **Additional Sections:** Lockdown Emergency Preparedness Mental Health First Aid Isolation and Lock-off Procedures Pest Control Leasing / Shared Use of Premises Dangerous Substances and Explosive Atmospheres Young Workers Health Surveillance Workplace Noise Control Vibration Control Lifting Equipment and Accessories Traffic Management Minibus Driving for Work Purposes Violence and Aggression Animals in School Play Equipment (Indoor and Outdoor) Glazing Safety Reinforced Autoclaved Aerated Concrete (RAAC) Biohazards Technology and Science Lessons Ionising Radiations and Radioactive Substances Finger Guards Radiators and Pipework

PART 1 STATEMENT OF INTENT

1. St Cuthbert's Roman Catholic Multi Academy Trust recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The CEO recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Trust(s), so far as is reasonably practicable, proposes to pay particular attention to:
    a. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
    b. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
    c. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
    d. Making regular assessments of risks to employees and those subcontracted.
    e. Taking appropriate preventative/protective measures as identified by risk assessment.
    f. Appointing Stallard Kane Ltd to advise on statutory duties.
3. In order that the Trust(s)can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Trust or anyone else concerned, to ensure that their obligations are performed or complied with fully.
4. The Trust(s)will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Trust and all legislation quoted is up to date. Wherever necessary the policy will be developed and expanded.
5. The Trust(s) is also committed to the continuous development and improvement of the Trust's health and safety management system. The Trust will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Trust(s) agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Trust(s) so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. The Trust requests that its customers and visitors respect this policy, a copy of which can be obtained on demand.

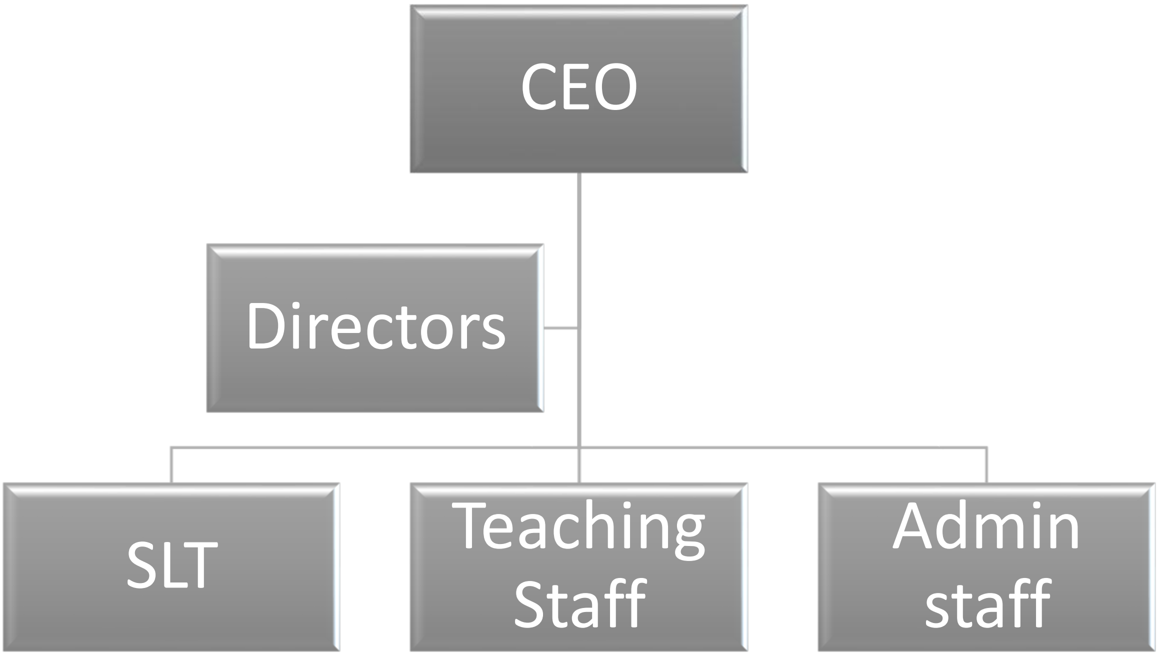
Signed:

CEO Responsible for Health & Safety
September 2026

Chair of Governors
September 2026

PART 2 TRUST ORGANISATION AND RESPONSIBILITIES

Trust organisational chart – Management structure



RESPONSIBILITIES

The Governing Body Responsibilities

The Governing Body has overall responsibility for ensuring that the Policy enables the Trust(s) to fulfil its legal duties. The Governing Body will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Governing Body is responsible for ensuring that:

- Ensuring adherence to the local authority health and safety policy, procedures and standards. Keeping appraised of changes in health and safety legislation.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the Trust(s).
- Reviewing the Trust's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the Trust's health and safety performance. Receive and consider the Trust's annual report on health and safety compliance against set objectives.
- Providing appropriate resources within the Trust's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Director or Nominated Person reports on health and safety matters and reporting any hazards which the Trust(s) is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the Trust(s) may not feel competent to deal with.
- Promoting a positive health and safety culture and lead by example in all matters relating to health and safety.
- Consider and address any potential health and safety implications of all decisions before they are taken.
- Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for health & safety are competent to carry out the role and will be given sufficient time and resources.
- Undertake an appropriate level of health and safety training relevant to their position.

The CEO Responsible for Health & Safety

The CEO is responsible for ensuring that the Policy enables the Trust(s) to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. The CEO will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The CEO is responsible for ensuring that they:

- Set a personal example at all times with respect to good health and safety practice.
- Have overall responsibility for the health and safety of employees working in the Trust(s) and of other persons who may be affected by the Academies activities.
- The development and continual improvement of the Trust(s)'s health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Approve and sign the Trust's health and safety policy.
- Ensure that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assign responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominate a member of Senior Leadership Team (SLT) for the role of health and safety champion throughout the Trust(s).
- Ensure health and safety is recognised as a core function and fully integrated into the activities of the Trust with health and safety objectives being an integral component of Academy's objectives.
- Assign responsibilities for an annual report detailing the Trust's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Are kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Authorise new and revised health and safety policy, procedure and guidance.
- Undertake an annual health and safety tour.
- Ensure that the Nominated Person for Health and Safety has the appropriate level of competency in health and safety to enable them to effectively undertake their role.
- Ensure all personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- Ensure all work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- Ensure all equipment is maintained in good working order, and any registered equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- Ensure all staff are conversant with the Trust and Health and Safety Executive accident reporting procedure (RIDDOR).
- Provide adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Carry out periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.

- Ensure Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- Ensure all staff are acquainted with the emergency evacuation procedures and emergency plan.
- Ensure all new employees undergo induction training by a competent person and receive a written copy of Trust's and health and safety rules and guidance.
- Ensure staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- Set a personal example is set by following Trust(s) rules and procedures.
- Ensure the activities of all contractors working on the Academy's premises are monitored and recorded on a regular basis.
- Ensure all potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Ensure communication is maintained directly with the Trust's professional health and safety advisers in respect of providing support in all areas of health and safety arrangements.
- Ensure the following notices/documentation is held/displayed where required:
    - A signed copy of the Health and Safety Policy Statement of Intent
    - Employers liability insurance certificate
    - Health and Safety Law poster
    - First aid (notifying the names and locations of the first- aiders)
    - Fire procedure (with the assembly point and directional signage)
- Ensure health and safety improvement suggestions received from staff are given due consideration.

Nominated Persons

The Nominated Persons within the Academies will be asked to carry out and manage some of the CEO / Director's duties. They will be expected to manage health and safety on a day to day basis and are deemed competent to do so.

Should they have issues or concerns then they are to communicate these to the CEO who will be available to assist them where required.

It is advised that the job description should detail their health and safety roles and responsibilities.

The Nominated Person for Health and Safety is responsible for:

- The development and ongoing review of this policy, with the assistance of the external Health and Safety Advisors, Stallard Kane Ltd.
- Health and safety on a day-to-day basis – implementation of health and safety procedures, precautions and controls.
- Undertaking risk assessments within the area of their responsibility.
- Encouraging the highest possible standards of health and safety by effective communication and consultation with employees.
- Monitoring standards of health and safety within their areas of concern.
- Ensuring good standards of housekeeping.
- Ensuring COSHH Risk Assessments are carried out within the area of their responsibility.
- The provision and maintenance of suitable personal protective equipment.
- Ensuring staff attend all training sessions.
- Carrying out hazard spotting checks within the area of their responsibility.
- Assessing and meeting health and safety training needs.
- Monitoring accidents to identify trends and introduce methods of reducing accidents.
- Keeping records of hazards identified on site by staff and the remedial action taken and when.

Senior Leadership Team

In their areas of responsibility, members of the Senior Leadership Team are responsible for health and safety individually and also, as members of the Departmental Team, collectively.

Senior Leadership Team are supported in these roles by Governing Body, the CEO, Directors Teachers, and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated Trust policies and procedures. It is advised that the job description should detail their health and safety roles and responsibilities.

Senior Leadership Team are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The effective monitoring, review, development and continual improvement of health and safety performance.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that health and safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).

Teachers

In their areas of responsibility Teachers are responsible for health and safety individually and, as members of the Departmental Team, collectively. Teachers are supported in these roles by Governing Body, CEO, Director, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated Trust Human Resources policies and procedures, all levels of Teacher are proportionately responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The health and safety of employees and of other persons who may be affected by the Academies activities.
- The measurement, monitoring, review, development and continual improvement of health and safety performance.
- Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- Ensuring that health and safety objectives are an integral part of their team delivery plans and to also ensure that they consider and address any potential health and safety implications of all their decisions before they are taken.
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- Ensuring they inform the Director or Senior Leader of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Providing adequate levels of supervision as identified for pupils and others as appropriate.
- The provision of timely feedback to their Line Manager regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- The identification and subsequent provision of employees' health and safety training requirements.
- The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheelchair users, visually impaired etc).
- Undertaking appropriate health and safety inspections.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.

Competent Health and Safety Advisor

Stallard Kane Ltd have been appointed to advise and guide our Trust(s) on health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Ltd will be responsible directly to the Directors, CEO and the Nominated Person for health and safety within our Trust.

Specifically, they will perform the following functions:

- Advise on the application and maintenance of our Trust Health and Safety Policy arrangements.
- Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the Trust and its Health and Safety Policy.
- Advise the CEO and / or Nominated Person on any related safety matters.
- Monitor the Trust's health and safety status by auditing the Health and Safety Management System to guide our compliance with current legislation and our Trust policy and standards.
- Assist the CEO and / or Nominated Person in maintain a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking.
- Advise the CEO and / or Nominated Person on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Give advice on interpretation of legal requirements, working with the Nominated Person.
- Advising and giving assistance with the strategy for implementation of this policy.
- Where requested, provide assistance with investigations of serious accidents / conducting investigations.
- Assist the Nominated Person with revising this policy in the light of experience or legal change.
- Advise upon the visit of an Enforcement Officer.

Stallard Kane Ltd have been appointed to provide external health and safety advice, located at:

Head Office:

9 Lord Street

Gainsborough

Lincolnshire

DN21 2DD

Telephone no:

01427 678660

All Employees

The Management of Health and Safety at Work Regulations 1999 re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Trust reminds employees of their duties under Section 7 of the Act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Trust to enable it to discharge its own responsibilities successfully

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged.
- Report any defects in plant or equipment to their line management.
- Use equipment only when authorised and properly trained to do so.
- Switch off and secure unattended equipment.
- Avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not participate in horseplay or place fellow employees in danger by their actions.
- Co-operate with management with regard to agreed health and safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- If involved in an accident resulting in, or which may have resulted in, injury report the details to the Director and / or Nominated Person as soon as possible, and in all cases before the end of the day on which the incident occurs.
- Fully familiarise themselves with the Trust health and safety policies and associated procedures, seeking clarification from line managers where necessary.
- Notify a member of Senior Leadership Team or Nominated Person of any work situation having the potential for serious and imminent danger to health and safety.
- Notify a member of Senior Leadership Team or Nominated Person of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Store all tools, equipment and personal protective equipment in the approved place after use.
- Suggest possible amendments to existing practices or procedures which could improve health and safety.
- Set a personal example at all times.

PART 3 GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

1.0 Systems and Procedures

The Trust recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities. Equally important is the need for constant alertness by the CEO Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is the Trusts primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance.
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the Trust and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
    - Abide by safe working systems.
    - Make use of facilities and equipment provided for their protection.
    - Refrain from any act which could endanger themselves or others.
    - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare.
    - Report any known defect, which could endanger the health or safety of themselves or others.
    - Co-operate as far as is necessary to ensure that we meet our legal requirements.

1.1 Consultation with employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for the Trust to consult with its employees in all matters relating to health and safety. The Academy will convene regular meetings, to discuss all relevant issues relating to health and safety. In particular, the Trust will discuss the following:

- When introducing new measures which may affect health and safety.
- The change in appointment of Nominated Person(s).
- The provision of statutory health and safety information.
- Any statutory health and safety training.
- Health and safety of implications of introducing new technology, tooling or work activities.

The Trust will ensure all employees are briefed on the Trust Health and Safety Policy and other relevant health and safety information, firstly during their new starter induction when joining the Trust, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety and wellbeing.

All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by the Trust's external health and safety advisors. Employees will also be briefed by their Senior Leader in the form of toolbox talks as required by the management team or advised by the Trust's external health and safety consultants.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Academy will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, the Trust will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Trust / Academy operates an open-door policy, and all employees are free to contact any member of the Senior Leadership Team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety and welfare of employees. All concerns or ideas raised will be given due consideration by the Senior Leadership Team and feedback will be given to employees where appropriate.

1.2 Monitoring, Audit and Review

All health and safety documentation shall be maintained and kept up to date in accordance with relevant legal and regulatory requirements. This process will be carried out on an ongoing basis by the CEO, Director, Senior Leadership Team, Nominated Person, relevant members of the Senior Leadership Team, and Teaching Staff, with support from Stallard Kane Ltd.

Plan

At a minimum, the Trust shall hold annual meetings with its external health and safety advisor to undertake a comprehensive audit of the health and safety management system. This will include reviews of documentation, training, risk assessments, and general site safety. Following the audit, the Trust shall develop an updated Policy outlining planned actions and responsibilities for the forthcoming year (or until the next scheduled audit). This planning phase will define what actions are to be taken and who will be responsible.

Do

Once the updated Policy is established, the Trust shall implement the arrangements detailed within. This includes the organisation and execution of the outlined plans in collaboration with the identified individuals. During this phase, the Director, Senior Leadership Team, Nominated Person, and Competent Person shall maintain regular communication to ensure effective implementation.

Check

The Trust shall continuously monitor and evaluate its health and safety performance to ensure alignment with its specific objectives and plans. Compliance with documentation requirements and adherence to established risk assessments shall be routinely verified. In addition to documentation review, any accidents, incidents, or near misses will be thoroughly investigated to identify root causes. Regular, documented workplace inspections shall also be conducted to verify that safe working practices are being followed as intended.

Act

The Trust is committed to continuous improvement by learning from any identified shortcomings, including accidents, incidents, and near misses. This includes revisiting existing plans, policies, and risk assessments to ensure their continued relevance to the Trust's operations. Feedback from workplace inspections and staff shall be considered. Upon reviewing all gathered information, the Trust will consult with its health and safety advisors to identify opportunities for improvement. This leads back into the planning phase of the HSE's cyclical "Plan, Do, Check, Act" process.

1.3 Safety Training

Basic Training Considerations

The Trust recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

The Trust will undertake a training needs analysis for all our employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake. The Director is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

Senior Leadership Team Training

The CEO and Directors recognise, as fundamental to the success of the Trust Safety Policy, that Senior Leadership Team should have received the training necessary to control effectively the areas for which they are responsible.

Safety Advisor Training

Stallard Kane Ltd have been outsourced as the Trust's external health and safety advisors. The Company has arrangements in place that ensures advisors are under periodic appraisals, as well as the need to maintain an up to date CPD as a part of professional bodies including IOSH, IIRSM etc.

1.4 Fire Safety

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. It is the Director's responsibility to ensure that this assessment is reviewed annually as a minimum.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff, however they will have been communicated to all employees upon employment. Equipment checks will be carried out in line with legislative requirements, these involve;

- A weekly test of the fire alarm. This will be from varying call points throughout the Academy.
- An annual service of the fire alarm.
- A regular sounding of the alarm for familiarisation purposes.
- A monthly test of the emergency lighting throughout the Academy.
- An annual test of the full rated duration of the emergency lighting.

Along with the equipment checks and servicing, we will ensure that regular, termly fire drills are carried out. During these drills all fire wardens will be expected to lead the evacuation and follow their procedures.

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

Fire procedures are displayed in all classrooms which outline the most practical and safest exit route to take in the event of an alarm.

For after School events and performances a fire evacuation plan will be created which will be communicated to relevant personnel prior to the event/performance. Fire safety information will be given to the audience prior to the event/performance. Please see the fire risk assessment for the hall capacities for such events.

Staff are instructed to ensure the alarm is raised before attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. All staff throughout the Academy should be aware of the type and location of portable firefighting equipment and have received basic instruction in its use

1.5 Lockdown

The CEO / Director will ensure a detailed Lockdown procedure is developed for when pupils and staff need to be locked within buildings for their own safety.

The Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- A dangerous individual in the locality.
- An intruder on the Academy site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the Academy.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for Emergency Services.

The CEO / Director will schedule at least one practice lockdown drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The Academy site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Director with regarding the timing of communication to parents.

Lockdown procedures, especially arrangements for communicating with parents and carers, will be routinely shared with parents and carers, although will not share entire lockdown plans. In the event of an actual lockdown, the Trust will ensure any incident or development is communicated to parents and carers as soon as is practicable

1.6 Emergency Preparedness

The Trust shall develop and maintain a comprehensive Emergency Preparedness Plan designed to outline the procedures and actions to be taken in the event of an emergency situation. This plan will address a range of potential disruptions, including but not limited to:

- Fire.
- Flooding (internally or externally).
- Burglary / break in
- Loss of critical facilities (such as heating, lighting, or sanitation).
- Infectious outbreaks.
- The failure of essential utilities such as water, electricity, gas, or internet services.
- Snow, heat waves or severe weather conditions.

The Emergency Preparedness Plan will clearly define roles, responsibilities, and communication protocols to ensure a swift and coordinated response. The plan shall be reviewed and updated regularly to reflect any changes in personnel, infrastructure, or identified risks.

Regular training sessions and emergency drills shall be carried out to ensure that all staff members are familiar with their specific roles during an emergency. These exercises will support the effective implementation of emergency procedures and help to identify any areas requiring further development or clarification.

The CEO / Director in conjunction with the wider Senior Leadership Team, will be responsible for overseeing the implementation of the Emergency Preparedness Plan. This includes making critical decisions during an incident, initiating the necessary emergency responses, and liaising with emergency services and external support agencies where required.

All staff must adhere to the procedures set out within the plan, including the supervision and safeguarding of pupils, the execution of evacuation or lockdown procedures, and the application of any other safety measures specific to the incident.

Following any emergency event or drill, a structured debrief shall be conducted. The purpose of this review is to assess the effectiveness of the response, identify any gaps or weaknesses in the existing plan, and document any operational issues encountered, such as equipment malfunctions or concerns raised by staff. The Director or a designated member of the Senior Leadership Team shall be responsible for recording these findings.

Where improvements are identified, the Emergency Preparedness Plan shall be revised accordingly. Any updates or procedural changes will be clearly communicated to all relevant members of staff to ensure continued readiness and compliance with the revised arrangements

1.7 Risk Assessment

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified.

Examples of where a specific, written risk assessment will be required:

- Manual Handling
- Classroom based activities
- Sports and PE activities
- Caretaker/maintenance activities

The Trust will monitor and review all risk assessments and safe systems of work on a periodic basis to ensure they remain suitable and sufficient.

1.8 First Aid

The Health and Safety (First-Aid) Regulations 1981 will be complied with, and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

- One Appointed Person - Where a site employs fewer than 20 persons (direct or sub-contract).
- First Aider - Where there are more than 20 persons on site collectively.
- First aid training is tailored to the specific needs of the site, ensuring it is appropriate for the age and developmental stage of the children in staff care.
- The First Aid attendant may carry out other duties but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Academy premises.

A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

The Trust will undertake a First Aid risk assessment as required by the regulations to ensure suitable and sufficient first aid provision will be provided at all times, to include out of hours activities.

Administration of Drugs/Medicines in the Academy

There are two types of cases as follows:

1. Those where the child has some form of chronic illness such as diabetes, epilepsy, asthma and hay fever.
2. Those where the child has a short-term illness such as chesty colds, tonsillitis or earache.

In the case of (1) only medicines prescribed by a registered medical practitioner and labelled by a chemist with the child's name and the amount/frequency of dosage, will be accepted into Trust, where they will be retained securely out of reach of children.

With regard to (2) children suffering from infections requiring treatment by antibiotics should not normally be in Trust until the course of treatment has been completed. Members of staff have been advised not to administer medicines in such cases. It may be possible for a parent to come into Academy to treat their child, say at lunch-time, if it is agreed that the child should be at Academy. If the parent is unable to do this, a member of staff will administer the medication after written parental consent is given. All medication administered will be recorded and observed by another member of staff. No drugs or medicines should be sent to the Academy in unmarked containers for short-term treatment.

Certain drugs prescribed by doctors can cause erratic performance at the Academy. If a child is given a course of such drugs it is advisable that the Academy be notified so that due consideration may be given.

1.9 Mental Health First Aid

The CEO / Directors has a responsibility for the health, safety and wellbeing of their employees along with creating and sustaining a mentally healthy work environment.

The Trust will ensure:

- The first aid risk assessment considers not just physical health and risks, but also mental health and risks.
- They treat mental health in a similar way to physical health. For example, by having as many first aiders for mental health as for physical health.
- They build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment). Encouraging a non-stigmatising work environment for all employees.
- They manage and mitigate the risks of harm in the workplace by having ways to support people with mental health issues.
- They have qualified mental health first aiders to be able act through recognition of the signs and symptoms of mental ill health whilst increasing wellbeing levels of staff through positive support and guidance. Reducing the knock-on effects of mental health issues on employees and the workplace.
- Adequate mental health first aid cover is in place for periods of absence or multiple workplace sites.
- All employees are encouraged to maintain a healthy workplace through mental health awareness training or using resources provided.
- There is sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.
- That its policies and practices recognise the needs of those with mental health conditions.

The Trust accepts that health and safety is their responsibility, however, they do also rely on the co-operation of all employees to meet this obligation. The Trust believes that every employee has the right and responsibility to inform management if their health may be, or has been, affected during the course of their work.

The Trust expects its employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

The Trust will monitor and review the arrangements on mental health on a periodic basis to ensure they remain suitable and sufficient

1.10 Stress

The Trust is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management.
- Enabling individuals to cope successfully with their work.
- Providing support to employees whose health and wellbeing are affected by stress.
- Manage and control factors which might result in excessive or sustained levels of stress.
- Increase awareness of stress and its causes and methods to combat it.
- Assisting staff in managing stress in themselves and others.

As far as reasonably practicable the Trust will:

- Provide Senior Leadership Team with advice and support to help identify specific causes of stress.
- Develop programmes for those with people management responsibilities to promote good management and team building skills.
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations.
- Monitor the occurrence and levels of absence associated with stress.
- Provide support to all employees.

1.11 Accident Procedures

All accidents that occur on site must be recorded in the accident book / portal provided and communicated to the Nominated Person at the earliest opportunity.

All accidents are reviewed on their own merit by the Nominated Person or someone within the Senior Leadership Team before the decision is made as to whether the accident requires a thorough investigation.

All accidents that are deemed serious will be communicated immediately to Stallard Kane Ltd and the Insurers. Where required Stallard Kane Ltd will undertake a full investigation into the accident and report back to the Director and Nominated Person.

Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

Injuries and Ill-Health to People at Work

Various work-related accidents and incidents are reportable to the HSE (see Work-Related Definition).

Under RIDDOR, the Trust will ensure that reporting of the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay (see Reportable Specified Injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The CEO and Nominated Person will also ensure that a report is made for any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable Occupational Diseases'). All employees are encouraged to find further, detailed guidance on the HSE's website www.hse.gov.uk/riddor/.

The Trust will also ensure that any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises are recorded and reported to the HSE.

Work-Related Definition

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- The way the work was carried out.
- Any machinery, plant, substances or equipment used for the work or;
- The condition of the site or premises where the accident happened.

Reportable Specified Injuries and Deaths

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified Injuries

These include;

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Occupational Diseases

These include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a Teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on Academy premises. This is reportable, because it arises out of or in connection with work.

Incidents to Pupils and Other People who are not at Work

Injuries that occur to pupils and visitors whilst on site should still be recorded in the accident book and communicated to the Nominated Person. The same level of review and investigation will occur and Stallard Kane Ltd will be informed accordingly.

However, under RIDDOR the reporting requirements differ to those that are employed by the Trust. The accidents are only reportable if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute as treatment).

The lists of specified injuries and diseases previously described only applies to employees. If a pupil injured in an incident remains at the Academy, is taken home or is simply absent from the Academy for a number of days, the incident is not reportable.

Determining Whether an Accident to A Pupil Is in Connection with Work

The CEO and Nominated Person will consider whether the incident was caused by;

- A failure in the way a work activity was organised (e.g. inadequate supervision of an educational visit).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.) and/or;
- The condition of the premises (e.g. poorly maintained or slippery floors).

Accidents to Pupils During Sports Activities

The Trust understands that although sporting activities can lead to sports related injuries that not all injuries in this environment are reportable.

In order for the injuries to become reportable they must have occurred as a result of the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of the activity.

Accidents to Pupils in a Playground

The Trust understands that the majority of accidents that occur in a playground are due to collisions, slips, trips and falls – meaning that they are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

Physical Violence between Pupils

Violence between pupils is an Academy disciplinary matter and will be dealt with accordingly following the appropriate means. This would not be reportable under RIDDOR as is does not arise out of, or in connection with a work activity.

Other Scenarios

All other scenarios involving things such as Trust buses, Pupils on overseas trips, work experience placements etc. will be dealt with accordingly. Advice will be gained from Stallard Kane Ltd and the Director and Nominated Person will make appropriate reports.

Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in the Academies typically include:

- The collapse or failure of load bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.

An electrical short circuit or overload causing a fire or explosion

1.12 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained where required.

When inhouse maintenance is required, the Trust will ensure that employees follow the written guidance and safe systems provided by the manufacturer. Where these instructions are not provided the Trust will ensure that suitable sufficient safe systems are created and adhered to.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

All work/maintenance carried out by the Site Team / Caretaker will be within their abilities and competence. Under no circumstances will the Trust ask a member of the Site Team / Caretaker to carry out work or maintenance on a machinery or equipment that they are not trained or competent to do.

1.13 PUWER – Provision of Work Equipment Regulations 1998

Work Equipment – The Trust

The Trust recognises the need for suitable, safe and regularly maintained work equipment in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Therefore, the Trust will always aim to comply with PUWER by:

- Regularly maintaining work equipment by competent personnel.
- Assessing the suitability of work equipment supplied by the Trust.
- Providing training in the use of work equipment supplied by the Trust.
- In addition to training, providing technical and safety information in regard to work equipment to employees as necessary or upon request.
- Keeping up to date maintenance and training records of work equipment.
- Consulting employees in matters of health and safety in the workplace.
- Performing risk assessments on the use of work equipment.

The Trust will elect individuals responsible for the maintenance and provision of work equipment to also act as a direct point of contact for employees.

Work Equipment – Employees

Work equipment can be defined as any equipment supplied and used by the Trust. Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) the Trust must maintain and supply work equipment suitable for its intended use. Therefore, whenever an employee uses work equipment they must:

- Only use equipment when authorised and trained to do so.
- Avoid modifying equipment outside of the manufacturers' specification.
- Check the equipment beforehand for any defects.
- Only use equipment suitable for the task.
- Use all equipment in compliance to Health and Safety Regulations.
- Report any defects to the Nominated Person or a member of the Senior Leadership Team.

Co-operate with management when asked to return equipment for inspection/maintenance/calibration

1.14 Isolation and Lock-off Procedures

Where maintenance requires that normal guarding is removed, or access is required inside existing guarding, the Trust will implement additional measures to protect the health and safety of its employees (and others in the vicinity), from dangers of the mechanical, electrical and other hazards that may be exposed. The Trust controls this by:

- Identifying what isolation/lock off procedures are required, and in what circumstances – such as cleaning or maintenance.
- Implementing and developing the isolation/lock-off procedure including, risk assessment and safe systems of work/permit to work.
- Ensuring isolation/lock off procedures are formally communicated to the necessary personnel to ensure they are fully understood.
- Only authorising competent/trained persons to carry out this work.
- Ensuring that the effectiveness of the isolation/lock off is verified by a suitably competent person, before working on the equipment/machine.
- Ensuring isolation/lock off of equipment is carried out under supervision to ensure the procedures are followed.
- Monitoring and reviewing the isolation/lock off procedure and control measures to ensure that it is still working effectively.

1.15 Pest Control

Due to the nature of the premises, from time to time there may be signs of rats and/or mice within the working areas.

Rats and mice are a major hazard to health. They are responsible for the spread of many diseases, some of which can be fatal to man. They eat food which may be intended for human consumption and contaminate much more, with their urine, droppings and fur, which must then be disposed of. They will also cause structural damage to property by gnawing through woodwork, wires, pipes and household items.

Rats have also been known to spread the following diseases:

- Listeria and Pasteurella – which cause food poisoning and stomach bugs.
- Leptospira – which causes flu like symptoms.
- Worms – which can lead to general ill health.
- Cryptosporida and Toxoplasma – which cause Diarrhoea.

It is necessary therefore for the Trust to take the following precautions:

- Carry out a risk assessment and implement suitable control measure.
- Pest control works, including inspections, are only carried out by competent and trained specialist.
- Only safety options and substances are used to control pests.
- Ensuring procedures and control measures are monitored and reviewed to ensure the pest control systems that are in place are still working effectively.
- Good building maintenance is followed - fill in any gaps around any pipework to the outside of the building and cover any ventilation grills or airbricks with a fine metal mesh.
- Employees are trained to look out for signs that will reveal whether rats or mice are present, such as:
    - Damage from gnawing and feeding such as tooth marks on packaging and wires; or shredded paper which is used for nesting.
    - Small holes - mouse holes are 20mm in diameter.
    - Greasy smears along walls, skirting boards and pipes from rodent fur.
    - Droppings - mouse droppings are normally about 5mm long, and rat droppings are 1-2cm long.
    - Mice make nests, sometimes found indoors, in lofts or under floorboards; rats are burrowing animals and generally burrow near rubbish, or sources of food.
    - Scratching and gnawing sounds from the loft, under the floorboards and in wall cavities.
    - Rats secrete urine as they move and eat, so be aware of any unusual smells.
- All staff have a duty to report sightings of pests, or the suspected presence of pests to their Manager immediately.

Employees must adhere to the control measure put in place following risk assessment, such as:

- Keeping their working area and particularly the kitchen clean and tidy.
- Keeping their working area in good repair so that rodents cannot gain access to it. Any issues must be reported to the Nominated Person.
- Ensuring that no food is left around the office or cabins to prevent rodents from being encouraged onto the property. Use sealed metal or plastic containers to store food, which will prevent rodent access.

Where possible removing rubbish and debris from the immediate vicinity of offices and cabins. Any issues must be reported to the Nominated Person.

1.16 Personal Protective Equipment (PPE)

It is the overall responsibility of the CEO to ensure that all personnel under their control are provided with suitable and sufficient PPE for the work that they are carrying out. The issuing of specific PPE to personnel will be recorded. When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.

All site maintenance activities will be risk assessed on an ongoing basis. The Site Team / Caretaker will have suitable PPE readily available as they may be asked to carry out work with short notice. Should the PPE not be available for the work that they are being asked to do the Site Team / Caretaker will be asked to make the area safe where possible and return once the required PPE is in place.

PPE will also be required during certain lessons. It will be the responsibility of the Teacher leading the lesson to ensure that all pupils are wearing the required protective equipment prior to them beginning the lesson. They will provide pupils with suitable and sufficient information and instruction in relation to the wearing and use of any PPE.

The Trust will monitor and review the arrangements on PPE on a periodic basis to ensure they remains suitable and sufficient

1.17 Respiratory Protective Equipment (RPE)

The Trust recognises the importance of the correct and safe use of Respiratory Protective Equipment (RPE), particularly in situations where it is necessary to protect staff from exposure to airborne hazards, such as dust, vapours, or other potentially harmful substances. Tasks / substances such as:

- Use of strong cleaning chemicals or disinfectants (e.g. ammonia-based products, bleach in poorly ventilated areas).
- Painting or varnishing in enclosed spaces
- Clearing mould-affected areas
- Use of powered tools that generate fine dust (e.g. drilling, sanding)
- Substances used or omitted during Design and Technology (DT) classes or Science.

This section outlines the Trust's position and expectations regarding the use of RPE. Where RPE is required as part of health and safety arrangements, it is essential that the equipment provided is appropriate for the task and fits the individual user correctly. Many harmful substances may not be visible, and RPE is designed to protect the respiratory system from exposure that could lead to serious illness.

The Trust is committed to preventing or controlling exposure to hazardous substances in the workplace. All staff have a responsibility to follow the health and safety procedures in place, including the correct use of RPE where provided. This includes using the equipment in line with any training or guidance received.

To ensure RPE provides effective protection, any tight-fitting facepieces must be subject to a face fit test conducted by a suitably trained and competent person. This helps to confirm that the equipment forms an effective seal on the wearer's face. Poorly fitting RPE can allow harmful substances to enter the breathing zone, reducing the protection it offers.

Facial hair, including beards and stubble, can interfere with the ability of the mask to form a proper seal, making the RPE ineffective. Where a task requires the use of tight-fitting RPE, staff may be asked to be clean-shaven in the area of the mask seal to ensure it functions properly.

Where a member of staff is unable to be clean-shaven due to medical or religious reasons, they must inform a member of the Senior Leadership Team. The Trust will consider reasonable adjustments where possible, such as alternative protective equipment, subject to the requirements of the task and risk assessment outcomes.

Failure to follow these health and safety requirements may result in further action being taken in accordance with the Trust's staff policies and procedures.

1.18 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Any personal electrical appliances such as radios, charges etc must not to be brought into the workplace without permission from management. Should personal items be permitted by management, they will be captured by the Trust's regular PAT testing regime.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a 'Competent Person' in accordance with the timescales laid down in the regulations.

1.19 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

The Academies are equipped with sufficient toilet and washing facilities for both staff and pupils. The toilets and washing facilities are cleaned daily as a part of the caretakers' duties. Arrangements for interim cleaning will be made should the need arise.

Drinking water is accessible for all staff and pupils. A water cooler is provided for staff in each Academy to utilise and pupils may use water bottles. Cups are also available for any pupil without a water bottle.

Staff are also provided with the facilities for making hot drinks within the staff room, where these drinks are to be consumed unless insulated mugs with secure lids are used.

Insulated mugs with secure lids should be used when hot drinks/soups are taken out of the staff room. This does not apply when providing hot drinks to visitors at meetings, when away from pupil learning areas/high pupil traffic, although care should be taken when transporting from the kitchen to the meeting.

A fridge is also located in the staff room in order to store items requiring refrigeration. Arrangements for the cleaning of the staff room are in place and therefore it will be kept in a hygienic condition.

Microwaves, toasters, dishwashers, hot water equipment etc. should be cleaned by members of Academy staff.

1.20 Leasing / Shared Use of Premises

As the Academy's leases parts of its premises to external organisations, such as breakfast clubs, after-school providers, and community groups, it recognises its responsibility to co-operate and co-ordinate with all other occupiers to maintain a safe environment for all users of the site. This includes working alongside any tenants, contractors, and visitors to ensure compliance with relevant health and safety obligations.

The Trust will clearly identify which areas fall under its direct control and which are the responsibility of the external occupiers. Risk assessments will be conducted for all School-led activities and areas under its management, taking into account any potential impact on other users of the site. Where appropriate, the findings of these assessments will be shared with other occupiers.

In fulfilling its responsibilities, the Trust will take into consideration the following:

- Access and Egress: Ensuring that entry and exit to and from the site is managed effectively to avoid disruption or safety risks to other occupiers or visitors.
- Shared Spaces: Making sure that Academy activities and any contracted works do not negatively affect external users, particularly in shared or adjacent areas.
- Deliveries and Traffic Management: Overseeing deliveries, parking, and general vehicle movement to ensure these are carried out safely and with minimal disruption.
- Site Security and Key Holders: Managing the allocation of keys and access rights appropriately and maintaining secure arrangements for all users of the premises.
- Shared Services and Maintenance: Clarifying responsibilities for utilities, waste disposal, fire safety systems, water systems (including control of legionella risks), and other shared services. These responsibilities will be defined and agreed within lease or licence agreements.
- Fire Safety: Ensuring that appropriate fire safety arrangements are in place. The Trust will complete fire risk assessments for areas and activities under its control and take into account the landlord's fire risk assessment for shared/common parts of the building.
- Communication: Maintaining open and effective channels of communication regarding health and safety matters between all parties using the premises.

The Trust relies on external occupiers to manage risks within their own leased areas, including carrying out their own risk assessments and ensuring that safe working practices are followed.

Regular monitoring and review of safety arrangements will be conducted by the Trust to ensure that systems and control measures remain effective and that collaborative working with all parties supports a safe and well managed shared environment

1.21 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

Responsibilities

The Trust will ensure that this section is implemented and that all employees are given adequate information about any substances which are to be used. Senior Leadership Team and / or the Nominated Person will ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all employees who will be exposed to the substances. Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH Assessment or the relevant training, then they will cease use immediately and report to a member of the Senior Leadership Team.

Hazardous Substances Register

Senior Leadership Team and / or the Nominated Person will create and maintain a Hazardous Substance Register. The register will contain Hazardous Data Sheets for every substance purchased by the Trust. These data sheets will be supplied by the supplier of the substance and will be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e. solvent based paints grouped onto one assessment. All COSHH Assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance.
- Work location/environment.
- Work duration.

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes.
- If it is requested by the employee.
- In any case every 12 months.

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

Substance Substitution

Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the Senior Leadership Team and / or the Nominated Person to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Ltd shall be sought where applicable.

Safety Precaution Advice

Any safety precautions recommended as a consequence of a COSHH Assessment will be adhered to at all times while the substance is in use.

Handling and Storage

All hazardous substances will be stored in correct storage facilities away from areas accessed by pupils. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together. The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances. All spillages will be soaked up using suitable absorbent materials, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse. Management will be informed of any substantial spill immediately.

Information and Training

All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their safety induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

1.22 Legionella

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include hot and cold-water storage and distribution systems. To achieve control of legionella bacteria the Trust will implement the following in all areas within the premises where employees, pupils, contractors and visitors may be exposed to water systems:

Provide Appropriate Management

- Identify the statutory duty holder who is responsible for ensuring the development, implementation, and maintenance of an effective Legionella Management program.
- Identify a responsible person to assist the statutory duty holder with written communication of these duties and the persons acceptance and acknowledgement of these duties.
- Ensure all employees are aware of their responsibilities and adhere to safe work practices.

Establish Risk Assessment and Control Measures

- Conduct a suitable and sufficient risk assessment to identify potential risks and implement measures to either eliminate or control risks.
- Establish measures to ensure avoidance of conditions favouring growth of organisms, between 20-50°C.
- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. Hot water storage cylinders (calorifiers) should store water at 60°C or higher. Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified). Cold water should be stored and distributed below 20°C.
- The use of materials that may provide nutrients for microbial growth will be avoided. The Water Fittings and Materials Directory references fittings, materials, and appliances approved for their compliance with the UK legal requirements for plumbing fittings and water using appliances.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.
- Ensure dead-legs, which occur when water services leading from the main circulation water system to taps or appliance are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.
- To reduce the risk the Trust will remove dead legs/dead ends in pipework, flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly.

Monitoring and Maintenance

- Establish a written scheme of control and logbook to ensure compliance with ACOP L8 and HSG274 monitoring standards.
- Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.
- Water systems will be routinely cleaned by an effective means and flushed through, before being taken into service and after shutdowns of five or more days.
- Where identified in the risk assessment, plant will be regularly inspected, maintained and disinfected periodically by chlorination or by temporarily raising water temperatures where required.
- Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Record Keeping and Communication

- Records will be kept of all maintenance, temperature monitoring and sampling carried out.
- Selection, training and competence of persons carrying out control measures will be recorded in the Legionella logbook. These persons will receive appropriate training and supervision, so they are able to perform their duties competently.
- Relevant information about Legionella risks, control measures, and updates to the written scheme of controls will be communicated as necessary.
- Clear channels of communication will be established to encourage reporting of any concerns or issues related to Legionella management.

Review and Improvement

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Action in the Event of an Outbreak or Deviation from Control

A contingency plan in case of an outbreak of legionellosis or any high-risk non-conformance will be prepared and detailed within the Water Hygiene Logbook or written scheme of controls. This will include the:

- Identification of people who may have been exposed.
- Involvement of public health authorities.
- Dissemination of information to employees and other interested parties as to the nature of the risks.

In the event of an outbreak or significant deviation from the control scheme the following may be implemented:

- Shut down any processes which can generate and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other works has been done.

Take water samples from the system to identify the presence of any bacteria and follow the steps highlighted in the written scheme of controls.

1.23 Dangerous Substances and Explosive Atmospheres (DSEAR) 2002

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) are designed to protect individuals from the risk of fire, explosion, and similar hazards arising from dangerous substances in the workplace. In a school environment, this is most relevant where fuels such as kerosene are stored and used, typically for heating systems or maintenance-related purposes.

Where such fuels are present on site, the Trust recognises the importance of identifying and controlling the associated risks. A DSEAR Risk Assessment will be carried out to assess the potential hazards linked to the storage and handling of these substances. The outcomes of this assessment will inform appropriate control measures, which will be implemented to reduce the risk to the lowest practicable level and to ensure legal compliance.

Responsibility for overseeing the DSEAR risk assessment process, including the implementation and review of control measures, lies with the Director or other designated Health and Safety Lead. This includes ensuring that any required actions are completed and that safe systems of work are in place and maintained.

Where necessary, the Trust will provide relevant staff with information, instruction, and training on the safe handling, storage, and emergency procedures related to fuel use. Training requirements will be monitored and refreshed as needed to reflect changes in activities or risk.

All staff must follow safety procedures and any instructions related to the use and storage of dangerous substances to protect their own wellbeing and that of others on the premises.

The DSEAR risk assessment and associated safety measures will be reviewed regularly or sooner if there are any changes to the way fuels are stored, used, or managed on site.

1.24 Alcohol and Drug Abuse

In industry generally there has been a move to greater controls on alcohol and drug abuse and, in keeping with this, the Trust has adopted a policy in relation to the consumption of alcohol and drugs. The Trust's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the CEO Responsible for Health and Safety. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the CEO Responsible for Health and Safety or their immediate line manager, so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs. Employees must not consume alcohol or illegal non-prescription drugs on the premises. Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy is deemed a gross misconduct offence and may result in further formal action being taken under the organisations disciplinary procedure. Depending on the circumstances, such action may lead to summary dismissal, that is, dismissal without notice or any compensation

1.25 Smoke-Free Policy

The Trust acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted a 'no smoking' policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with health and safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including all outside areas and vehicles, with no exceptions. These arrangements will be communicated at induction. This policy applies to all employees, consultants, contractors, customers and visitors.

Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

1.26 Asbestos

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards. In respect of the Trust's duties under Regulation 4, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises. The development of a Management Survey is to identify any ACMs for normal day-to-day occupation and maintenance of the building. NOTE: A R&D (refurbishment and demolition) survey should be carried out for any planned refurbishment or demolition work.

Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how the Company will effectively manage the risks for the identified asbestos containing materials.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.

1.27 Display Screen Equipment

In compliance with the with Health and Safety (Display Screen Equipment) Regulations 1992 the Trust is to avoid or reduce any health risks through effective safety management. The health and safety of all personnel who may be affected by working with DSE will be considered and suitable control measures introduced. In accordance with the DSE regulations, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Director and / or the Nominated Person. They shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, footrests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Company.

The Trust accepts that health and safety is its responsibility; however, they also rely on the co-operation of all of its employees to meet this obligation, they consider that every employee has the obligation and right to inform management if they feel that working with DSE may represent a risk to their health.

The Trust expects its employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

The Trust will monitor and review the arrangements on DSE on a periodic basis to ensure they remains suitable and sufficient.

1.28 New and Expectant Mothers

The Trust will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:

- Relevant legal standards (dependent on the risk involved) are met.
- Official guidance and good practice are followed.
- Working conditions and/or hours are adjusted if necessary.
- If necessary, new and expectant mothers are removed from hazardous activities, i.e. the employer will provide suitable alternative work or, if this is not possible, will place the employee on paid suspension.

Assessment of Risk

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period.

Specifically, the assessment will consider risks associated with exposure to:

- Physical agents.
- Biological agents.
- Chemical agents.

The assessment will also consider working and welfare conditions.

Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

Senior Leadership Team Duties

Senior Leadership Team must ensure that:

- New and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity.
- 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 identified by the risk assessment are implemented, followed, monitored, 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 is 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.

Duties of New and Expectant Mothers

New and expectant mothers must:

- Inform their general practitioner or midwife of the nature of their work.
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding.
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures etc.
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else.
- Report any perceived or real shortcomings in protection to their employer.

Information and Training

Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed.

Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.

1.29 Young Workers

The Trust recognises the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety and welfare of young persons. A young person is anyone under the age of eighteen. A child is a young person who has not yet reached the minimum school leaving age.

It is the Trust’s policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or as a result of their being not yet fully matured.
- Carry out specific risk assessments on the work activities of young persons.

When the assessment process is carried out, the Company will consider the young workers’:

- Physical and psychological capacity.
- Potential of exposure to cold, heat, noise and vibration.
- Potential of exposure to harmful agents.
- Need for greater supervision of their activities.
- Need for additional training in order for them to carry out their work activities safely.

The Trust will monitor and review the arrangements for all young workers on a periodic basis to ensure they remains suitable and sufficient.

1.30 Homeworkers/Working from Home (WFH)

The Trust accepts and understands its responsibility to protect all employees, including those classed as homeworkers or employees who work from home (WFH) whether full time or on a temporary basis. This policy has been developed in line with DSE regulations, Lone Working Regulations and HSE guidance to protect all employees of the Trust whilst working from home (WFH).

The Trust has implemented the policy in consultation with homeworkers and their immediate line manager to ensure:

- Screening questionnaires / assessments have been completed, and documented prior to any employee WFH.
- Information, instruction, and training have been provided, including risks assessments, workstation assessments etc. Any information, instruction, and training will be reviewed at least annually and whenever there are significant changes to the task, situation, location etc.
- Any necessary equipment, including Display Screen Equipment (DSE) is supplied and is safe and suitable for the tasks completed by the homeworker (including guarding, regular maintenance, testing, inspections etc.).
- Any substances provided are assessed and controlled.
- Personal Protective Equipment is supplied where deemed necessary.

It is the duty of the Trust to ensure the above is completed and documented. Regular contact will also be made by line managers to employees to ensure compliance of health and safety and wellbeing is discussed. The Trust understands that if contact is poor, employees may feel disconnected, isolated and/or abandoned which may affect stress levels, mental health, and compliance.

It is the duty of the employee to ensure their work does not adversely affect their own, or others (including domestic pets) health, safety and welfare whilst working at home. This may include some simple steps to reduce the risks from display screen work such as:

- Breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity.
- Avoiding awkward, static postures by regularly changing position.
- Getting up and moving or doing stretching exercises.
- Avoiding eye fatigue by changing focus or blinking from time to time.

If employees are unable to follow training and instruction, the employee must cease the task and the employee’s line manager must be informed immediately.

Employees who WFH are expected to work their contracted hours unless otherwise agreed to by a member of the Senior Leadership Team. It will be the responsibility of the Trust to ensure WFH employees follow legislation on working hours.

1.31 Lone Working and Isolated Working

Lone working will be avoided wherever possible. However, the Trust recognises that on occasion, certain staff may need to work alone or in isolated areas of the premises. In such cases, specific safety measures must be followed to minimise risk.

All lone working activities must follow the Trust's Lone Working Risk Assessment. If a task falls outside the scope of this assessment, a specific risk assessment must be completed and approved prior to the work taking place. Lone working should always be planned in advance, and permission must be sought from a member of the Senior Leadership Team.

A suitable means of communication must be provided and maintained. Lone workers must have a way of regularly checking in with a designated contact person and confirming when the task is complete. This is particularly important when working in isolated areas of the building such as basements, plant rooms, storage areas, or remote outbuildings.

Only competent members of staff who have been assessed as capable of working safely alone will be permitted to do so. New starters must not carry out lone working until approval has been granted by a member of the Senior Leadership Team, and any pre-existing medical conditions must be taken into account before authorisation is given.

Where necessary, the Trust will provide any additional training or equipment required to ensure lone workers can carry out their duties safely.

The following activities must not be undertaken by lone workers due to the higher level of risk involved:

- Working at height.
- Live electrical work or testing.
- Working in confined spaces.
- Working in extreme temperatures (hot or cold).
- Handling or working with hazardous machinery or substances.
- Any other activity deemed unsafe for lone working under the site-specific risk assessment.

When working in isolated areas, even during normal hours, staff should ensure that:

- A colleague or SLT member is aware of their location and expected duration.
- Doors are not locked in a way that would prevent assistance if needed.
- A mobile phone or radio is kept on hand in case of emergency.

If an incident occurs or safety is compromised, the area should be vacated, and the issue reported immediately

The Trust will regularly review lone working procedures and risk assessments to ensure they remain effective and reflect any changes to the site, staffing, or activities.

1.32 Health Surveillance

Responsibility

The CEO Responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Trust. In order to monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken in the event that an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

Procedure

Where known occupational health risks exist within the Trust's scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.

Management shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Trust's scope of works.

Should any person have a health problem which could affect their health, safety and welfare while at the workplace, they shall inform a member of the Senior Leadership Team.

1.33 Workplace Noise Control

It is the Trust's policy to eliminate or reduce any risks to health and safety arising from noise exposure, where identified through the risk assessment process. Where noise is considered a significant risk, appropriate control measures will be implemented to reduce exposure to a safe level. This may include changes to working practices and, where necessary, the provision of personal hearing protection for staff.

In general, the Trust environment presents minimal risk from noise, with most areas and activities falling well below hazardous levels. However, certain equipment used in Design and Technology, Science, or Site Maintenance (such as power tools, grounds maintenance machinery, or workshop tools) may present occasional noise risks that must be managed appropriately.

As part of the Trust's commitment to health and safety, noise risks will be considered as part of routine risk assessments for relevant activities. Where applicable, manufacturer's guidance and data will be reviewed to determine whether any tools or equipment present a noise hazard.

All staff are encouraged to report any concerns relating to noise exposure so that they can be assessed and addressed promptly.

Noise Action Levels

The Control of Noise at Work Regulations 2005 established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level – 80 dB(A).
- Second Action Level – 85dB(A).

If the First Action Level (80 dB(A)) is reached or exceeded management will:

- Reduce the risk of damage to hearing to the lowest level possible by means other than issuing PPE.
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection.
- Provide hearing protection at the employee's request.
- Ensure a warning notice is affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

If the Second Action Level (85dB(A)) is reached or exceeded the Trust will:

- Reduce the exposure to noise to the lowest level possible by means other than issuing PPE.
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory.

- Post notices on all machinery which creates noise at or above the Second Action Level.
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN.
- Issue hearing protection to all persons in less noisy areas at their request.
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A).

Personal Protective Equipment

Where the need for PPE is identified as a result of any noise risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

Training

All employees will receive general noise awareness training as part of the Trust's safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

1.34 Vibration Control

Although vibration risks in the Trust environment are generally low, there is potential for exposure during the use of certain equipment such as groundskeeping tools, site maintenance equipment, or power tools used in Design and Technology.

The Trust will ensure that:

- Vibration risks are considered during risk assessments where applicable equipment is in use.
- Where possible, low-vibration tools will be selected, and exposure times will be kept to a minimum.
- Equipment is used correctly and maintained regularly to prevent increased vibration levels.
- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.).
- Information on likely vibration emission is available (e.g. from manufacturer, hire company, databases).
- The use of ergonomic aids, such as supporting the weight of the tool which reduce forces applied by user.
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves.
- Regular breaks from work involving vibration and encourage operators to exercise fingers.
- Staff using such equipment are trained in safe handling techniques to reduce the risk of hand-arm vibration syndrome (HAVS).

Where there is frequent or prolonged use of vibrating equipment, the Trust will implement monitoring measures and, if necessary, arrange for health surveillance in line with regulatory guidance.

All equipment users are encouraged to report any symptoms or concerns related to vibration exposure so that appropriate action can be taken.

1.35 Manual Handling

Responsibilities

The Nominated Person will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

The Senior Leadership Team are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by the Trust. Once trained, employees must use correct handling techniques to avoid injury. Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

Handling and Stacking

When handling, employees must use mechanical devices wherever possible. The CEO will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities.
- The weight of the load being known.
- Heavy items being positioned so that they can be slid rather than lifted.
- Employees not being allowed to manually handle any materials which are too heavy.
- Workstations being designed to avoid the necessity to bend down or twist the torso repeatedly or overreach when carrying out any operation.
- All materials being free from burrs or sharp edges where possible.
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards.
- The use of PPE to avoid hand injuries.

Paediatric Moving and Handling and the Moving and Handling of Pupils with Special Educational Needs:

An assessment of the moving and handling needs of pupils with special educational needs will be carried out before the pupil begins attending the Academy. Where necessary the Trust will obtain advice and guidance from parents/carers, Special Educational Needs (SEN) outreach teams, health professionals working with the child and Health and Safety Advisors. The assessment will identify the moving and handling needs and will plan appropriately for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable.
- Training will be provided for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in the pupil's care plan.
- The assessments shall be reviewed each term or whenever significant changes occur.

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc they are required to use).

All moving and handling of pupils has been risk assessed and recorded by the Special Educational Needs Coordinator (SENCO) and the Nominated Person. Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

1.36 Construction (Design and Management) - Client

The Construction (Design and Management) Regulations 2015 places responsibilities on various duty holders. The Trust may at times act as a Client.

Under the CDM 2015 Regs a Client must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
    - Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
    - Allowing sufficient time and resources for each stage of the project.
    - Making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
    - Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintain and review the management arrangements for the duration of the project.
- Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

1.37 Contractors/Sub-contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Trust rules in regard to health and safety whilst working for the Trust.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the Trust's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by the Trust's Nominated Person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the Trust's employees at risk.

The Academy signing in and out procedures will be followed throughout the contractor's time on site. This will be managed by those manning the reception area, who will ensure that relevant information is communicated and identification is obtained.

Contractors will be monitored throughout their time on site and shall not at any time be left in a situation where they may be one on one with a child.

1.38 Working at Height

Director will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all employees under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Director will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by the Nominated Person on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

The Trust recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible.
- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures.

The Trust will produce safe working procedures for all work at height activities.

Inspections

All the forms of access equipment provided by the Trust requires regular maintenance and inspections. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be coordinated by the Nominated Person who is responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be marked, or colour coded to indicate that it is safe to use.

1.39 Trust Security

Trust security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk, e.g. stranger on or near premises without identification etc.

The Director, Nominated Person and staff regularly review the following security arrangements for the site:

- All Academies have an intruder alarm and a swipe entry system for authorised personnel only.
- Access is via the main entrance only once the School day has begun. Staff may open external doors for lunchtimes and playtimes.
- Signs point out the location of the main entrance and detail the need to register with the School office staff.
- Signing in must be completed by all visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the School before the end of the day must register at the office.
- The Academy must be informed by the parent/carer if someone not listed on their contact card is collecting their child.
- Foundation Stage and Key Stage 1 children are handed to the parents/carers by the Teacher and no Key Stage 2 child should leave School alone unless permission has been received.

1.40 Lifting Equipment and Accessories

The Trust will carry out suitable risk assessments for the use and maintenance of any lifting equipment and accessories used on site. These assessments will identify any necessary control measures to minimise the risk of injury to staff, pupils, or visitors.

In line with relevant health and safety regulations, lifting equipment will be subject to regular inspection. Equipment used for lifting people will be thoroughly examined every six months by a competent person. All other lifting equipment will be inspected at least annually, unless specified otherwise by regulation.

Due to the potential risk to safety, lifting equipment will only be used by trained and authorised staff who are confident in its condition and correct use. Staff must ensure they are aware of the safe working load (SWL) of any lifting device they are using and should never exceed this limit.

Before use, staff will visually check lifting equipment for damage or faults. Any concerns must be reported immediately to the site manager or designated person. Damaged or faulty equipment must not be used and should be removed from service until repaired or replaced.

Where lifting operations are more complex, for example, during the installation of new equipment, a clear plan must be in place, outlining how the task will be safely managed, who is responsible for each stage, and what equipment and people are required. The level of detail in the plan should be appropriate to the complexity and risk of the task.

Lifting accessories must be stored carefully to prevent damage, and staff should be aware that how lifting equipment is positioned or used can affect its capacity.

All arrangements for the safe use of lifting equipment will be reviewed periodically to ensure they remain effective and fit for purpose in the school environment.

1.41 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations 1992 requires every workplace to be organised so that pedestrians and vehicles can circulate safely. Workplace traffic routes must be maintained and suitable for the people and vehicles using them (pedestrian movement counts as 'traffic').

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious or even fatal injuries. Special care is necessary to ensure that pupils are kept away from vehicles on the Academy premises.

Under the Traffic Management Act 2004 the Company has a duty to ensure the efficient movement of traffic (pedestrians, cars, cycles, etc) on the highway network that facilitates the site. To facilitate this and in order to manage the traffic impact (vehicles and pedestrians, on or off the highway) the Trust will ensure a suitable and sufficient risk assessment is carried out, and where the risk is deemed high, a Traffic Management Plan will be produced.

The risk assessment will detail control measure which are in place to minimise the interaction between pedestrians and traffic flows. The risk assessment will consider the following:

- Identification of the hazards associated with traffic within the workplace.
- Where it is possible to improve the workplace design and layout with marked walkways, crossing points, parking bays and physical barriers.
- Introduction of a one-way system for traffic, where possible.
- Induction training for employees, contractors and visitors about traffic related hazards which are present on the site.
- Whether visitors who have not been inducted or are unfamiliar with the site and its hazards need to be escorted.
- Vehicular access to the Academy is restricted to employees and visitors only, and not for general use by parents/guardians when bringing children to the Academy or collecting them.
- Access to the Academy must be kept clear for emergency vehicles.
- Sensible speed limits and clearly displayed speed limit signage.
- The vehicle access gates must not normally be used for pedestrian access.
- The need to avoid reversing operations where possible. If unavoidable, the Trust will ensure that suitable arrangements are in place for allowing vehicles to reverse safely.
- Where pupils are brought to the Academy and are collected by bus, the arrangements are such that pupils do not have to cross the road and that the bus does not have to reverse.
- Delivery and contractors' vehicles are encouraged not to enter the Academy premises at peak School starting and leaving times.
- The requirement and provision of personal protective equipment for staff, such as high visibility clothing during peak School starting and leaving times.

The Trust will monitor and review the traffic arrangements on a periodic basis to ensure they remain suitable and sufficient.

1.42 Minibus

The Trust will ensure that robust procedures are in place to for the safe operations of the minibus promote the safety of pupils, staff, and drivers, and to comply with all relevant legal and health and safety requirements.

The CEO and the Nominated Person will regularly review the following arrangements for the safe use of the minibus:

Minibus Handbook

The Trust will maintain an up-to-date Minibus Handbook / Policy, accessible to all relevant staff. The Minibus Handbook / Policy will clearly outline procedures relating to minibus use, including risk management, health and safety requirements, emergency procedures, vehicle checks, and driver responsibilities.

Driver Training and Licence Checks

All minibus drivers must undertake and maintain current MIDAS (Minibus Driver Awareness Scheme) certification or equivalent training to ensure safe operation of the vehicle. In addition, the Trust(s) will carry out and record annual driving licence checks for all approved minibus drivers, ensuring they remain legally entitled and medically fit to drive.

Pre-Use Safety Checks

Drivers are responsible for completing a documented safety check of the minibus before each use. This will include, but is not limited to: checking tyres, lights, indicators, mirrors, fuel levels, and the general roadworthiness of the vehicle. Any faults or concerns must be reported and addressed before the vehicle is driven.

Site Team Inspections

Where applicable, the Trust's Site Team or Nominate Person will carry out regular inspections of the minibus to support daily checks and to identify any maintenance or safety issues that may require attention.

Servicing and Maintenance

The minibus must be serviced regularly in line with the manufacturer's guidance and lease agreement terms. Maintenance schedules should be followed rigorously, and service records should be kept up to date and stored securely.

Ongoing Monitoring

The Trust will review its minibus arrangements regularly, ensuring they remain effective, compliant, and reflective of best practice. Any changes in legislation, training requirements, or lease terms must be promptly incorporated into Trust procedures

1.43 Driving for Work Purposes

The Trust recognises that the use of vehicles for work purposes requires additional health and safety measures to protect both employees and third parties.

Processes and procedures will be developed and maintained to reduce the risks associated with driving, as far as reasonably practicable, and to take steps to effectively manage those that cannot be avoided.

The Trust will ensure:

- Driving tasks are adequately risk assessed and have a suitable safe system of work in place.
- All vehicles used for work purposes are serviced, maintained and operated in accordance with the manufacturer's guidelines.
- Vehicles used in journeys are matched with the purpose of the journey and that they are suited, as far reasonably practicable.
- Drivers are in possession of a UK Driving Licence. This must be checked by a member of the Senior Leadership Team and or the Nominated Person every year and endorsements notified to the insurers.
- Suitable insurance cover is in place for both Trust vehicles and personal vehicles used for business use. Full comprehensive insurance must cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on Company business.
- Employees are aware to inform their line Manager should they be prescribed any medication which could affect their driving ability. Employees must avoid over-the-counter medications which can adversely affect their driving.
- That effective and robust policies and procedures are in place to manage the hours worked by those driving for work purposes. These procedures will ensure that drivers do not drive more than the permitted hours in a 24 period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits.
- Sufficient driver training and education is in place to ensure drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken for work purposes. Training may include first aid procedures, breakdown procedures and lone working.
- Employees are aware of their duties under Health and Safety, Road Traffic Acts, associated legislation and the Highway Code. This training will include information regarding the consequences of alcohol and drug use, the effects of speed and traffic levels, and the effects of fatigue and stress.
- Drivers have adequate access to technical and personal support in the case of breakdown or accident.
- Additional tools and equipment necessary for the purposes of the journey are provided and maintained.

The Trust will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. The Trust will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

1.44 Violence and Aggression

Where there is a risk to health and safety from violent or aggressive behaviour a suitable risk assessment will be carried out and appropriate safeguards will be put in place.

The Trust will ensure there are clear procedures in place to enable employees to raise concerns before incidents occur, and a reporting procedure when an incident does occur.

Information and instructions will be communicated to all employees should they feel that they may be at risk from violence or aggression, such as immediately withdraw to a place of safety and inform their immediate Manager.

Incidents of violence or aggression towards employees will be recorded and investigated as a near miss using the appropriate form. Acts of non-consensual violence to a person at work that results in death, a major injury or being incapacitated for over-seven-days are RIDDOR reportable.

The Trust will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

1.45 Food Safety

The Trust have a commitment to maintaining a high standard of good practices in relevant areas and applying HACCP Principles to control food safety risks to meet all conditions set down in the 'Food Hygiene (England) Regulations 2013'.

The Trust acknowledges its responsibilities under the Food Safety Act 1990, Regulation (EC) N0178/2002 General Principles of Food Law and The Food Safety Hygiene (England) Regulations 2013, EU Food Information for Consumers Regulation NO 1169/2011 Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs and The Food Information Regulations 2014 (S12014/1855).

To demonstrate this commitment, the Trust have identified potential hazards and implemented effective control and monitoring procedures at those points critical to food safety.

The CEO and relevant employees are responsible for following and maintaining the food safety procedures and policies documented in the Trust 'Food Safety Policy'. Management will ensure that the Food Safety Policy is reviewed annually and audited every year.

A key part of our commitment to Food Safety is training. Relevant employees are instructed, supervised and trained in line with their work activities

1.46 Animals in School

In any circumstances where animals are brought into contact with pupils and other site users, the Trust expects staff to take suitable steps to ensure that the health and safety of those in the Academy is adequately protected.

All animals must be controlled, and any fouling must be cleared by the owners or handlers.

In all cases where an animal is being brought into the Trust site a risk assessment must be carried out and approved by the Director. This should cover:

- How pupils will be taught to pick up, hold, and touch the animal to minimize the risk of escape or injury.
- How any allergic reactions will be dealt with.
- Where the animal can and cannot go.
- How food not consumed will be dealt with to avoid attracting pests.

Appropriate Insurance cover must be in place before allowing any animal into the Academy and this is the legal animal owner's responsibility. Certificates must be provided and kept on file for visiting animals. The Trust's insurance provider must be consulted if the animal is being considered as a school pet. Insurance documentation should be submitted annually.

Trust should ensure that any animal being presented to pupils is certified by an appropriate organisation, where applicable, who can formally assess it to make sure they are suitable to be used for the purpose they have been brought in for.

This can help to assess whether:

- The animal will need to pass an assessment to say it has a suitable temperament and is well behaved.
- The animal needs to be fully vaccinated and vaccination certification should be submitted annually.

The animal should be wormed and protected against fleas and ticks and the owner must keep records that can be produced if necessary.

The Trust must investigate whether any pupil is:

- Allergic or sensitive to any particular species or their food or bedding materials.
- Immune compromised, and therefore more susceptible to zoological illnesses.

Parents and guardians must be provided with information about the school pet which includes:

- The purpose of acquiring the animal and how its care will fit into the curriculum.

A plan for how any injuries (bites, scratches) will be managed should they arise

1.47 Educational Visits

Staff understand that pupils could face potentially far higher risks on School visits than they do in the Academy. When taking pupils off the Academy premises, in line with appropriate regulations, the Trust will ensure that:

- All educational visits are risk assessed and that prior planning and preparation have been carried out before leaving the Academy for any educational visit.
- Visits are led by competent staff with their specific and relevant competencies detailed in the risk assessment.
- The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Trust's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Headteacher.
- All off-site visits are appropriately staffed. Staff will take a Trust mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- A member of staff not attending the educational visit will be nominated to provide support for each visit. This will be recorded in the risk assessment/visit documentation.
- There will always be at least one first aider on school trips and visits.

Further information can be found in the Trust's full Educational Visits Policy.

1.48 Physical Education

The Trust will follow the guidance in the document 'Safe Practice in Physical Education' published by the Association for Physical Education (AfPE) and the guidance of the relevant National Governing Body for the activity concerned. The following guidelines are based upon this recommendation.

Only suitably qualified members of staff are to supervise physical education (PE), and attention should be paid to the following:

- Risk Assessments are undertaken for activities for all PE classes and communicated to all staff who are involved.
- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Staff shall position themselves where they can see all pupils. Pupils must be supervised at all times.
- Appropriate clothing shall be worn at all times. Loose clothing shall be tucked in and no baggy tops will be allowed.
- Long hair will be tied back, and watches / jewellery is removed.
- Sports areas and pitches should be checked before activities start to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used.
- Ensure all equipment is safely set up before using it.
- Gym equipment is within current test period and adequately maintained and inspected before use.
- Limit the number of pupils using any one piece of apparatus.
- Set up apparatus with adequate spacing between each item.
- If pupils are involved in moving equipment, make sure this is done using correct techniques, with enough pupils to make sure they do not have to struggle.
- All freestanding apparatus should be kept away from walls, radiators and doorways, with sufficient space to move safely around the equipment.
- All equipment must be put away safely and stored safely.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and documented checks will be carried out periodically throughout the school year. PE and play equipment is subject to an annual inspection by an external contractor with any actions and recommendations being followed up in a timely manner.

1.49 Breaktime Protocol

Breaktime is a vital part of the school day, but it also presents an increased risk of injury for pupils. The Trust is committed to providing a safe and structured environment during these periods to protect both pupils and staff. The following measures will be implemented to ensure safety:

Supervision & Behaviour Management

- An adequate number of staff will be deployed to supervise breaktimes, positioned strategically to ensure full visibility of pupil activities.
- Staff will actively monitor pupil behaviour, intervening to manage over-exuberance when necessary.
- Running and ball games are strictly limited to designated play areas and are prohibited in zones identified as ‘quiet areas’.

Equipment Use & Ball Retrieval

- Pupils must not retrieve balls or equipment that go beyond Academy boundaries. Retrieval will be undertaken solely by a designated member of staff.
- All outdoor fixed play equipment will undergo:

  Daily visual inspections by staff prior to use.

  Annual safety inspections conducted by a qualified external contractor.

Staff Conduct

- Staff are permitted to carry hot drinks only in covered, spill-resistant mugs to prevent injury or accidents.

First Aid & Accident Reporting

- All incidents will be managed and reported according to procedures outlined in the First Aid and Accident Reporting section of this policy.

Lunchtime Safety Procedures

To support a safe and hygienic environment during lunchtime:

- Staff responsible for setting up or clearing dining furniture will follow manual handling practices as specified in this policy.
- Only approved cleaning staff / contractors will be used, stored securely when not in use and handled in accordance with safety guidelines.

1.50 Play Equipment (Indoor and Outdoor)

The Trust recognises its responsibilities under the Provision and Use of Work Equipment Regulations 1998 (PUWER), which apply to all organisations that own, operate or manage work equipment, including recreational play apparatus. These regulations are key to ensuring the safe use and maintenance of indoor and outdoor play equipment across the school grounds.

The following measures will be implemented:

Risk Assessment & Supervision

- External play equipment will only be made accessible to pupils once a suitable and sufficient risk assessment has been carried out and recorded.
- A designated number of staff will be assigned to supervise the use of play equipment during relevant times. Supervisors will be strategically positioned to ensure unobstructed visibility and effective monitoring of pupil activity.

Equipment Maintenance & Inspection

- All play equipment will be maintained in accordance with the manufacturer's guidelines to preserve structural integrity and safety.
- Before daily use, equipment will be visually checked for any noticeable defects or hazards.
- A Nominated Person will conduct regular, documented visual inspections to monitor wear and tear and ensure safe continued usage.
- Both indoor and outdoor equipment will be subject to an annual safety inspection performed by a qualified and competent external contractor.

1.51 Supply and Temporary Staff

The Trust has a responsibility for the supply/temporary workers health, safety and welfare in the same way that is does for any employee. The Trust will ensure that all measures are taken to provide a safe working environment for work staff. This will include:

- Providing inductions to supply and temporary staff relevant to the work that they are going to be asked to do, including safety information relevant to the parts of the Academy site they will access.
- Communication of risk assessments, safe systems of work and lesson plans where appropriate.
- Ensuring that adequate supervision is provided where required.
- Ensuring that all supply and temporary staff are given suitable medical information regarding the pupils that they will be coming into contact with.
- Ensuring that the supply or temporary staff are not asked to carry out any work that they are not comfortable or competent to do.
- Taking into account any language or cultural differences.
- Providing PPE where required at no cost to the supply or temporary member of staff.
- Ensuring that emergency procedures are fully communicated relevant to the work that they are being asked to do and also the area that they are occupying.

1.52 Glazing Safety

The Trust is committed to ensuring the safety of pupils, staff, and visitors through effective management of glazing risks. In compliance with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992, a comprehensive survey of all glazing and glass panels across the premises will be conducted and regularly reviewed.

To mitigate potential hazards, the following key procedures will be enforced:

Risk Assessment & Hazard Identification

- A detailed risk assessment will be carried out to identify any safety concerns associated with glazing across the site.
- Special consideration will be given to glazing situated below waist height, particularly in high-traffic areas. Exceptions may apply for designated environments such as glasshouses.

Safety Standards for Glazing

- All glazing installations, including windows, internal partitions, and doors, must be constructed from safety-rated materials, such as toughened or laminated glass, or be fitted with an appropriate safety film to prevent hazardous breakage.
- Transparent and translucent surfaces will be clearly marked or visually distinguishable to reduce the risk of accidental collision.

Window Safety Measures

- Openable windows that pose a risk when in use (e.g., exposure to height / falling hazards or obstructing walkways) will be equipped with window restrictors, guards, or barriers as appropriate.

Inspection, Maintenance & Documentation

- The Trust will conduct routine formal inspections of all glazing, including checks on the condition and effectiveness of any safety film.
- Any damage identified during inspections, especially to protective film or fixtures, will be addressed promptly and documented.
- Inspection records will be maintained systematically to support ongoing compliance and safety assurance.

By adhering to these protocols, the Trust aims to foster a secure physical environment, reducing the risks associated with glass-related injuries and ensuring the welfare of all occupants.

1.53 Tree Safety

The Trust recognises its responsibility to manage the risks associated with trees on or near its premises. Trees contribute significantly to the Academy environment, offering shade, biodiversity, and aesthetic value. However, they must be regularly assessed and maintained to ensure they do not pose a hazard to pupils, staff, or visitors.

To uphold this duty of care, the following procedures will be implemented:

Tree Surveys & Risk Assessment

- A comprehensive tree survey will be conducted by a qualified arboricultural professional at intervals appropriate to the level of risk (typically every 1–3 years).
- The survey will assess the health, structural integrity, and location of each tree, identifying any that may pose a risk due to disease, decay, storm damage, or proximity to buildings, play areas, or pathways.
- A risk rating will be assigned to each tree, and appropriate actions will be prioritised based on this assessment.
- Records of all tree surveys, inspections, and maintenance activities will be documented and retained on file.
- The Trust will liaise with local authorities where trees are subject to Tree Preservation Orders (TPOs) or located within conservation areas.

Ongoing Monitoring & Inspections

- In addition to formal surveys, routine visual inspections will be carried out by site staff, particularly after severe weather events such as storms or high winds.
- Any signs of instability, deadwood, fungal growth, or root damage will be reported immediately to the Nominated Person for further evaluation.

Maintenance & Remedial Action

- Trees identified as hazardous will be subject to prompt remedial action, which may include pruning, bracing, or removal, as advised by a competent contractor.
- All tree works will be carried out by qualified arborists in accordance with relevant safety standards and environmental regulations.

By implementing these measures, the Trust ensures that its trees are managed responsibly, reducing the risk of injury or property damage while preserving the natural environment for educational and recreational benefit.

1.54 Reinforced Autoclaved Aerated Concrete (RAAC)

The Trust, in collaboration with the Governing Body, is committed to identifying and managing any risks associated with Reinforced Autoclaved Aerated Concrete (RAAC) in its buildings.

This will include:

- Building records and site inspections will be reviewed to determine the presence of RAAC.
- Where RAAC is found or suspected, the Trust will seek specialist structural advice to assess its condition and associated risks.
- A tailored management plan will be developed, which may include monitoring, restricted access, or remedial works.
- Any required structural work will be carried out by qualified contractors, with clear communication to staff, parents, and stakeholders.
- All assessments and actions will be recorded and reviewed regularly in line with updated guidance.

This approach ensures the Academy maintains a safe environment and complies with national safety standards regarding RAAC

1.55 Biohazards

The Trust is committed to maintaining a safe, hygienic, and respectful environment for all pupils, staff, and visitors. In the event of incidents involving human waste, such as vomit, urine, faeces, or blood, prompt and appropriate action will be taken to minimise health risks and ensure effective clean-up in accordance with public health guidance.

Immediate Response & Containment

- Any biohazard incident will be treated as a priority health and safety matter.
- Affected areas will be immediately cordoned off to prevent access and reduce the risk of contamination.
- Only trained staff equipped with appropriate Personal Protective Equipment (PPE) (e.g. gloves, aprons, masks) will be permitted to manage the clean-up and waste disposal.

Cleaning & Disinfection

- Biohazard spills will be cleaned using designated cleaning kits and approved disinfectants effective against bloodborne and gastrointestinal pathogens.
- All absorbent materials and waste will be double-bagged and disposed of in accordance with local authority or clinical waste disposal guidelines.
- Surfaces will be thoroughly disinfected and allowed to dry before the area is reopened for use.

Offensive Waste Disposal:

- Offensive waste will be clearly identified and segregated from general waste at the point of disposal.
- Waste must be placed in yellow bags with a black stripe to distinguish it from clinical or domestic waste.
- Waste will be collected by a licensed waste contractor in accordance with local authority regulations and the Environmental Protection Act 1990.
- The Trust will maintain waste transfer notes and documentation to demonstrate compliance with waste management regulations.

Staff & Pupil Welfare

- Staff involved in clean-up must wash hands thoroughly after removing PPE and handling waste.
- Any individual exposed to human waste (e.g. via skin contact or splash) will be advised to seek first aid or medical attention as appropriate.
- Incidents involving pupils will be managed with discretion and dignity, and parents/carers will be informed where necessary.

Reporting & Record Keeping

- All biohazard incidents will be recorded in the Trust's incident log, including the nature of the incident, location, response actions, and personnel involved.
- Where applicable, incidents will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if they meet the reporting threshold.

By following these procedures, the Trust ensures a swift and safe response to biohazard incidents, offensive waste is managed responsibly, protecting public health, maintaining hygiene standards, and fulfilling its legal obligations

1.56 Technology and Science Lessons

By implementing recommended best practices, the Trust will align our teaching with guidance from recognised organisations such as CLEAPSS, ASE, The National Association of Advisers and Inspectors in Design and Technology, and the Department for Education (DfE).

Teachers will ensure that, within Science and Technology lessons:

- Sharp tools such as knives and pointed scissors are securely stored. When used, they are only accessible to older pupils and must be used under close adult supervision. Where possible, round ended scissors should be used instead.
- Only non-hazardous materials are used, including paints and adhesives.
- Pupils are explicitly taught how to safely use the equipment available to them in the classroom. It must not be assumed they have received prior instruction simply because they may have used a tool before.
- Eye protection is provided and worn when pupils are at risk of flying particle / substances.
- Spray adhesives are not permitted. Only low-temperature glue guns may be used, and these must be operated under close supervision.
- Teachers are responsible for ensuring pupils understand how to safely use all equipment and tools, including those used in the outdoor environment or for tasks involving heating or cooling materials.
- Teachers must assess and prepare the layout of the teaching area in advance of a task to ensure a safe working environment for pupils both participating in and moving around the activity.
- The Teacher is responsible for sourcing safe materials that comply with current regulations and safety standards, and for the regular inspection of tools and equipment to ensure they are safe for use.
- All staff are required to report any equipment that is unsafe, damaged, or faulty without delay.

Additional Science-Specific Safety Arrangements:

- Chemicals used in science lessons must be approved by CLEAPSS and stored in accordance with their guidance, including appropriate labelling and segregation.
- Fume extraction or adequate ventilation must be ensured when conducting experiments that may release vapours or gases.
- Live electrical circuits must only be used under direct supervision, with all connections checked by the Teacher before use.
- Biological specimens or cultures must be handled following CLEAPSS protocols, and only low-risk organisms should be used in primary settings.
- Spill kits and first aid supplies must be readily accessible in science areas, and staff must be trained in their use.

Risk assessments must be completed for all practical science activities, especially those involving heat, chemicals, or biological materials

1.57 Ionising Radiations and Radioactive Substances

The Trust is committed to the safe and lawful management of radioactive materials in accordance with the Ionising Radiations Regulations 2017 (IRR17) and relevant Local Authority Guidance. These materials are used solely for educational purposes under strictly controlled conditions.

To ensure compliance and safety, the Trust has appointed a Radiation Protection Supervisor (RPS), who works in consultation with a qualified Radiation Protection Advisor (RPA). Together, they oversee the secure handling, storage, and monitoring of radioactive sources.

Where radioactive sources are held, the Head of Science shall ensure that:

- A trained Radiation Protection Supervisor (RPS) is appointed and responsible for the day-to-day supervision, secure storage, and accurate record-keeping of all ionising radiation sources.
- The radiation source logbook is maintained and regularly updated, including details of acquisition, usage, storage, and disposal.
- Leakage testing and source integrity checks are carried out at appropriate intervals, as advised by the RPA, and results are documented.
- Refresher training for the RPS is scheduled at regular intervals to ensure continued competence and awareness of current regulations and best practices.
- All relevant science staff have access to and are familiar with CLEAPSS L093: Managing Ionising Radiations and Radioactive Substances in Academies and Colleges.
- Radioactive sources are used only under direct supervision, and pupils are not permitted to handle them.
- Any incidents, damage, or loss involving radioactive materials are reported immediately to the RPS and escalated to the RPA and Local Authority as required.

By adhering to these protocols, the Trust ensures that radioactive substances are managed responsibly, safeguarding the health and safety of pupils, staff, and the wider school community.

1.58 Finger Guards

The Trust is committed to preventing avoidable injuries and creating a safe environment for all pupils, particularly younger children who may be more vulnerable to accidents. One common source of injury in primary settings is finger trapping in door hinges. To mitigate this risk, the Trust will implement the following measures regarding the use of finger guards:

- Finger guards will be installed on the hinge side of doors in areas accessed by pupils in Early Years Foundation Stage (EYFS) and Key Stage 1, as a minimum standard.
- Additional finger guards may be fitted in Key Stage 2 areas, toilets, cloakrooms, and other high-traffic zones where risk assessments identify a potential hazard.
- All newly installed or refurbished doors in pupil-accessible areas will be fitted with finger guards as part of the design specification.
- Finger guards will be inspected regularly as part of the Trust's premises safety checks to ensure they are secure, undamaged, and functioning as intended.
- Any damaged or missing finger guards will be reported immediately and replaced without delay to maintain protection.
- Staff will be made aware of the importance of finger guards and encouraged to report any concerns regarding door safety.
- Pupils will be taught to open and close doors safely, and younger children will be supervised when moving through areas with heavy or self-closing doors.

By implementing these measures, the Trust reduces the risk of finger-trapping injuries and upholds its duty of care to provide a safe and nurturing environment for all children.

1.59 Radiators and Pipework

The Education (School Premises) Regulations in the UK stipulate that the surface temperature of radiators and exposed pipework accessible to pupils in special schools, nurseries, and nursery classes must not exceed 43°C, to prevent the risk of burns or scalds.

To comply with this requirement and ensure the safety of all pupils, the Trust will implement the following measures:

- All radiators and exposed pipework in areas accessible to Early Years Foundation Stage (EYFS) pupils and those with Special Educational Needs (SEN) will be fitted with low surface temperature (LST) covers or protective guards.
- Where LST covers are not feasible, thermostatic controls will be used to limit surface temperatures to a safe level.
- Heating systems will be designed or modified to ensure even heat distribution without creating hot spots that could pose a hazard.
- Radiators and pipework will be included in the School's routine premises inspections to check for:
    - Damage to covers or guards
    - Signs of overheating
    - Loose fittings or sharp edges
- Any defects or concerns will be reported immediately and addressed by the Nominated Person or site maintenance team.
- Staff will be made aware of the risks associated with hot surfaces and encouraged to monitor pupil behaviour around heating equipment.
- Pupils will be taught to avoid touching radiators and pipework, and younger children will be supervised closely in areas where heating systems are present.

By implementing these controls, the Trust ensures compliance with statutory requirements and provides a safe, comfortable environment for all pupils, particularly those most vulnerable to injury.

ENVIRONMENTAL POLICY STATEMENT

1. St Cuthbert's Roman Catholic Multi Academy Trust recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The CEO Responsible for Health, Safety and Environmental issues, recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Trust, so far as is reasonably practicable, proposes to pay particular attention to:
   a) Minimise disturbance to the local and global environment, and to the local communities and wildlife.
   b) Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Trust will follow the hierarchy outlined below:
      (1) Prevention
      (2) Preparing for re-use
      (3) Recycling
      (4) Recovery
      (5) Disposal
   c) Minimise use of energy and raw materials and to adhere to the principles of sustainability.
   d) Consider the environment in the design of processes and products and the maintenance of equipment.
   e) Provide information on the use and final disposal of products.
   f) Ensure that all employees and suppliers are adequately informed about the Trust's environmental policy.
   g) Minimise the use of product related materials and services such as packaging or transport.
3. In order that the Trust can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Trust or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

CEO Responsible for Health, Safety and Environmental issues	Chair of Governors
September 2026	September 2026