



St Paul's Catholic School

Health and Safety Policy

2024/25

This Policy was approved and adopted by the School Trust Board on:	September 2024
Policy review date:	July 2025



Contents

This policy is in three parts.

1. **Health and Safety Policy Statement**

A statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)].

2. **Organisation of Duties**

Explains the allocation of functions to individuals i.e. who does what as regards to health and safety management.

3. **Arrangements**

How health and safety functions allocated to individuals are carried out.

Legislation

This policy complies with our funding agreement and articles of association and is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

1. Health and Safety Policy Statement

As a responsible employer the St Thomas Aquinas Catholic Multi-School Trust ('the Trust') will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 associated regulations and codes of practice.

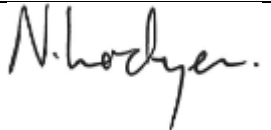

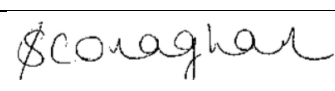
The Trust recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

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

To achieve these objectives the Trust will:

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment.
- To ensure safe handling and use of substances.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Provide suitable information, instruction, training, and supervision.
- Promote a positive health and safety culture that is demonstrated by open communication, consultation where needed, to instill a joint commitment to the importance of health, safety, and wellbeing.
- To prevent accidents and cases of work-related ill health.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required.

All staff members of the St Thomas Aquinas CMAT have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Signed:		Chief Executive Officer	Date:	23/09/2024
Signed:		Chair of Trust Board	Date:	23/09/2024
Signed:		Principal	Date:	10/10/2024

2. Organisation of Duties

Duties of the Trust

The Trust Board of Directors has overall responsibility as the employer to ensure compliance with health and safety for academies which are part of the Trust. To enable the Trust to meet this requirement Headteachers/Principals will oversee the implementation of day-to-day health and safety management to ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within academies are maintained.

To ensure a positive approach is taken to health and safety the Board of Directors will:

- Determine mandatory health and safety policies and outcomes that academies will follow and achieve.
- Monitor academies' compliance with legislation and policies.
- Monitor academies' health and safety performance.
- Provide direction as necessary to School management in the interests of health and safety.
- Ensure that School management are appropriately trained in health and safety principles.
- Ensure any Trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.
- Will review the Trust's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Duties of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a 'Health and Safety Coordinator' for the Trust to demonstrate its strategic importance.
- For the purpose of maintaining health and safety legal compliance and/or complying with the Trusts health and safety aims and objectives direct an school to take compulsory action.
- Ensure that competent health and advice is available as referenced in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Duties of the Director of Business Services

The Director of Business Services will:

- Act as 'Health and Safety Coordinator' for the Trust.
- Ensure that the Trust properly discharges its duties under its Health and Safety Policy.
- Develops and reviews the Health and Safety policies in line with statutory requirements.
- Integrate good health and safety management into business decisions.
- Coordinate with Academies ensuring the implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the Trust discharges its duties.

- Coordinate with Academies ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.
- Ensures that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.

Duties of the Principal (Mrs S. Conaghan)

The Principal is responsible for day-to-day health and safety in their school.

This involves:

- Act as Building Responsible Officer (BRO)
- Implementing the Health and Safety Policy.
- Demonstrate visible, active commitment to health and safety improvement.
- Promote the maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensure that the School's Health & Safety Policy is reviewed every year.
- Ensure that the requirements of all relevant legislation, codes of practice, Trust and School policies are met at all times.
- Coordinate with the Trust to ensure implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the School discharges its duties.
- Appoint an Operations/ Premises Officer to work in coordination with Business Services at the Trust.
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consult with employees, and safety representatives, on local health and safety issues.
- Ensure effective means of communication with staff on health, safety and welfare issues.
- Ensure that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Work with the Director of Business Services to ensure that arrangements are made to rectify defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensure that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitor the standard of health and safety throughout the School.
- Work with the Director of Business Services to ensure that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding off-site visits and that all relevant staff have access to health and safety information, policies and procedures.
- Authorise all off-site visits on EVOLVE; inform Governors of all non-routine off-site visits.

In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Duties of the Operations/Site Manager/Premises Officer (Mr D. Weston/Mr C. Munyanyi)

The Operations/Site Manager/Premises Officer will:

- Ensure that the school properly discharges its duties under its Health and Safety Policy.
- Work with the Director of Business Services to review and develop existing and new Health and Safety policies and procedures in line with statutory requirements.
- Coordinate with the Director of Business Services ensuring that health and safety management systems, processes and practices are consistent with all Academies in the Trust.
- Ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.
- Only engage the services of a contractor or supplier who has been approved by the Trust and ensure that suitable and sufficient risk assessments and methods statements are provided prior to the commencement of any works.
- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with the school and the Trust on health and safety matters including compliance with Trust and School procedures.
- Keep premises records up to date (including records of asbestos and water hygiene monitoring, fire drills, etc.). These should include an accurate record of contractor visits.
- Ensure that all the building's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant) and that maintenance and inspection records are kept on site.

Classroom Teachers

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- Check classroom area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Give clear instruction and warning to pupils, as often as necessary.
- Report defects to the Operations Manager or Premises Officer.

Duties of All Employees

All employees will:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with the school on health and safety matters including compliance with Trust and school procedures.
- Work in accordance with training and instructions
- Not interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensure that pupils are aware of the school's emergency procedures.
- Understand emergency procedures and feel confident in implementing them.

- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.

Duties of pupils and parents/carers

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

Duties of contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Additional Responsibilities of Head of Design & Technology (Mr P. Gillespie)

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in design and technology 'workshops'
- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment
- Ensure that all design and technology staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site
- Ensure that suitable personal protective equipment (PPE) is available for use in design and technology 'workshops' and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils
- Ensure that suitable arrangements are in place for accidents and emergencies in design and technology 'workshops'

Additional Responsibilities of Head of Food and Nutrition (Mrs N. Orton)

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in the food Rooms
- Ensure all equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment
- Ensure that all staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site
- Ensure that suitable personal protective equipment is available for use in Food rooms and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils
- Ensure that suitable arrangements are in place for accidents and emergencies in Food classrooms

Additional Responsibilities of Head of Science (Mrs H. Seaward)

- Ensure suitable and sufficient risk assessments are in place for all activities and operations

in science 'laboratories' and associated areas, e.g. storage

- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate
- Ensure that all statutory inspections required for any machinery and equipment, e.g. Thorough Examination and Test for local exhaust ventilation, are completed as necessary and that suitable records are kept on site
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment
- Ensure that suitable arrangements are in place for the safe storage and use of chemicals and for the disposal of waste chemicals (and equipment) in accordance with relevant legislation
- Ensure that all science staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site
- Ensure that suitable personal protective equipment (PPE) is available for use in science 'laboratories' and associated areas and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils
- Ensure that suitable arrangements are in place for accidents and emergencies in science 'laboratories' and associated areas

Additional Responsibilities Head of PE (Mr J. Aston)

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, including those not undertaken on school premises and/or not during normal school hours
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports
- Ensure that all PE and sports staff are suitably trained and competent for all activities undertaken or supervised, that their training is current and that suitable records are kept on site
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities

Additional Responsibilities of the Educational Visits Coordinator (EVC – Mr D. Byrne)

- Ensure all educational visits are planned and undertaken in accordance with current national and local guidelines
- Ensure that all educational visits are on logged on Evolve on time (e.g. 6 weeks before a residential trip or a trip abroad)
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits
- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies
- Ensure all staff involved in the planning of educational visits are suitably trained and competent. At least one member of staff should be first aid trained
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits

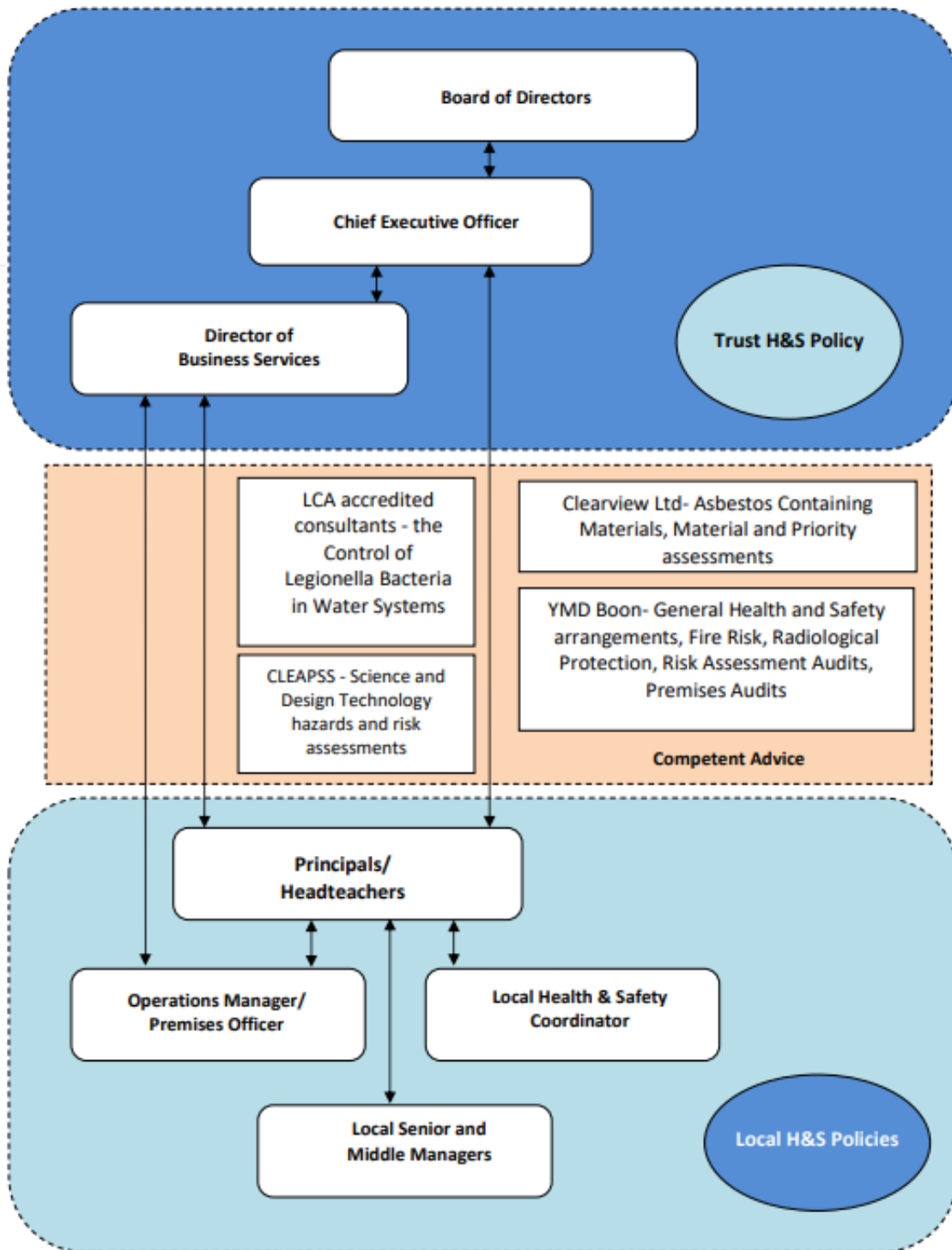
Radiation Protection Supervisor (RPS – Mr P. Morbey)

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

Other roles and responsibilities will be implemented in line with the Ionising Radiation Regulations and CLEAPSS 93 '[Managing Ionising Radiations and Radioactive Substances in Schools and Colleges](#)' requirements.

Health and Safety Organisation

The chart below shows the relationship between the Trust Health and Safety Policy and local Health and Safety Policies and shows how key management roles interact.



3. Arrangements

Competent Advice

The Trust has appointed the following health and safety advisers:

- YMDBoon in respect of general Health and Safety, fire risk, risk assessments, risk assessment and premises audits;
- YMDBoon and HSE in respect to Radioactive Materials
- EVOLVEAdvice for educational trips
- Specialist safety and risk advisors in respect of the control of asbestos containing materials, material and priority assessment;
- Various LCA accredited consultants in respect of the control of legionella bacteria in water systems;
- CLEAPSS in respect of science and design Technology hazards;
- Other competent advice will be taken as and when required.

Competent advice is taken in the management of health and safety at both Trust and school level.

EVERY – Compliance portal

Relevant statutory documents, reports, surveys, testing and compliance information will be held on EVERY under the 'Compliance' library. The Operations Manager/Premises Officer will upload data to the Compliance Library to demonstrate compliance and provide an audit trail.

Accident Reporting and Investigation

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence.

Accidents to employees will be reported and recorded locally using YMDBoon's reporting system. Accidents or near misses reportable under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be reported at Trust level by the Director of Business Services. Academies will inform the Director of Business Services immediately if such an incident occurs in their school.

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

Accident, assaults and near miss incidents will be monitored at least termly as part of the Trust's Audit & Risk Committee; identification of significant trends or major incidents will be reviewed by the Director of Business Services as required with information communicated to the Trust directors.

The Principal is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Director of Business Services. YMDBoon will report to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Accidents of a very serious nature or those which may result in a claim or media interest are to be reported to the Trust immediately.

Reportable injuries, diseases or dangerous occurrences include:

- Death
 - Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

The principal first aider will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The Principal or DSL will notify parents, the police and the Trust of any serious accident or injury to, or the death of, a pupil in the while in the school's care.

Asbestos Management

All academies in the Trust comply with the HSE's approved code of practice Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice (L143). Schools are committed to preventing exposure to asbestos fibers to all persons that enter onto their premises.

All staff receive Asbestos Awareness training and are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

All academies have a whole site asbestos management survey from which a local asbestos plan (LAMP) has been developed. The LAMP along with the asbestos register will be kept up to date.

Asbestos management surveys identifying both material and priority assessments will be commissioned by the Trust and updated annually by the School.

If asbestos containing materials pose a serious risk to the health of persons using the School, the materials shall be removed as safely and as soon as reasonably practicable possible.

Where asbestos containing materials are present, and do not pose a serious risk, the School will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the School will ensure that they are managed in

accordance with their Local Asbestos Management Plan and in such a manner so that the risk to the health of our employees, contractors, visitors and other people using the premises is minimised.

A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's LAMP.

Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's LAMP.

No destructive or potentially destructive work (however minor) will be undertaken in the School without first reference to the asbestos survey and logbook. This includes accessing service voids and ceiling voids

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

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

Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

The School will assume that all areas that are not covered by an asbestos survey contain asbestos and thus may not be accessed without further sampling and/or air tests and these areas will be considered out of bounds.

The Asbestos Survey and logbook will be held in the School and on the EVERY Portal and will be made available to contractors prior to their carrying out work within the premises.

Condition surveys

A condition survey has been undertaken in the Pentecost Term 2024. The next condition survey will be undertaken in 2029.

Construction work

All construction work is carefully monitored in accordance with Trust and Diocesan procedures. No construction work will take place without the prior consent of the Trust Board.

Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model school policies with Health & Safety implications will be subject to consultation with trade unions.

Consultation of policies and procedures with health and safety implications will be undertaken at a local school level.

Consultation with Employees

Where policies, procedures and risk assessments have been created using the model versions these will be subject to local consultation with members of staff.

Contractors

The Trust recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

The Trust will ensure that all contractors are subjected to an adequate vetting process before being appointed. Ensuring that the highest levels of safety are achieved by all contractors on site and will comply with [HSE guidance on Managing Contractors](#).

The Trust will ensure that:

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

Sometimes contractor work is managed locally on site where induction procedures and monitoring is in place.

Academies will only use contractors recognised by the Trust and recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site where induction procedures and monitoring is in place.

Curriculum

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury or ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The Association for Physical Education (afPE).
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

Display Screen Equipment

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

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.

- Staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person. A template risk assessment can be found on SharePoint.
- Assessments are reviewed if there are significant changes to equipment/layout individual health.
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition in line DVLA requirements. Annual licence, insurance and where applicable MOT checks are undertaken and documented by the operations/ office manager.

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

Where staff are required to drive a minibus as part of their duties the School will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

For staff that transport pupils either in their own transport, they will need a clean driving licence, MOT certificate and business insurance. Licence checks will be completed 6 monthly.

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

Electrical Safety

The electrical installation will be inspected at 60 month intervals by a competent person i.e. electrical engineer. Remedial action/s from the report will be undertaken by the School. The report and the evidence of remedial action will be uploaded to EVERY.

All portable electrical appliances in academies are checked by a 'competent' person appointed by the school on an annual or bi-annual basis. Records of PAT testing are held on site and on the Every Portal.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use, for signs of damage or charring. Defects will be reported to the Operations Manager/Site Manager/Premises Officer so that action can be taken to take the equipment out of use.

Emergency Procedures

The school has completed an emergency plan October 2024, and shared the plan with the Trust. A copy can be found in the Health & Safety folder on the staff drive, sharepoint.

Finger Guards

The school has completed a risk assessment on 07.11.2024. A copy can be found **in the Risk Assessment file in the Operations Manager Office**

Fire Safety

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

- All Academies will have a Fire Risk Assessment conducted by an independent surveyor organized

by the Trust. The Trust will follow up the recommendations in FRA report. Inspections and testing will be recorded manually in a dedicated fire logbook on site and on the EVERY Compliance Portal.

- Documenting a detailed fire and emergency plan that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.
- Ensuring service, maintenance and statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- Providing all staff with fire awareness training that is regularly updated and fire marshals with role specific instruction.
- Undertaking a fire drill at least termly to practice evacuation arrangements and ensure working correctly.

First Aid

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

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

Gas equipment and appliances

All gas boilers and other gas appliances are inspected annually by an approved 'competent' contractor. Contractors will be approved from the Gas Safe Register at Trust level. Gas tightness tests will be carried out annually.

Glazing

The School will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and Document N of the Building Regulations 2000 (as amended) which covers new buildings. All identified critical glazing will conform with EN12600.

The School will manage the risks associated with glazing safety by ensuring that:

- An up-to-date glazing audit and risk assessment conducted by a competent person has been completed (organized by the Trust).
- Any remedial actions identified are actioned as appropriate.
- Any broken glazing is made safe and repaired.

Hazardous Substances

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

The School will ensure:

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

Housekeeping

Academies are responsible for a safe place of work. Making sure in cooperation with the Director of Business Services that their buildings are in good repair, clean and comfortable. Providing good light, hygiene and welfare facilities.

Infection prevention and control

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

Handwashing

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

Coughing and sneezing

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

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

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

Laundry

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

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

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

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping rooms well ventilated

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency

and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Information and Communication

All employees are given adequate information on health and safety matters in relation to their work activities as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in each school. Details will be entered of contact details for the Director of Business Services, the H&S advisor (YMDBoon) and where to obtain details of the union safety representatives.

In-house Catering and Food hygiene

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

- All staff who work in the kitchen must have attended a level 2 award in food safety in catering.
- Catering equipment is regularly maintained and inspected, and ventilation systems is inspected every 14 months and subject to a regular cleaning regime.
- A Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- The Food Standards Agency safer food better business guidance is followed.

Inspections – Health & Safety

The school will have an annual walkabout inspection undertaken by the Director of Business Services Director. This may include a representative from the school governing body and a local H&S committee representative.

Lettings/Use Premises Out of Hours

The school will obtain advice regarding any lettings from the Director of Business Services. A lettings contract with conditions of hire will be completed, signed and approved as necessary. The person or organisation using the school premises will submit their risk assessments for their activities prior to the commencement of their letting.

Lone Working

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

Apart from undertaking a risk assessment, the school will ensure that:

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

Maintenance and servicing of plant and equipment

Statutory inspection and servicing contracts to meet British Standards and good practice will be arranged by the Trust. Where the school is required to arrange inspections and servicing this will be communicated to the school by the Director of Business Services as necessary. Academies are required to upload all service docs and planned and reactive maintenance reports to the Every Portal.

Manual Handling

The Trust expects all Academies to identify hazards and avoid manual handling risks. If avoidance is not possible a risk assessment is necessary. This risk assessment must be carried out by competent staff and records kept.

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

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

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

Medical Conditions- management of

All Academies will ensure that it complies with the [Department for Education Supporting Pupils at School with Medical Conditions](#) and will manage this by:

- Having a policy in place which details local arrangements which is communicated to all relevant staff.
- Only administering medication whereby written consent has been received.
- Ensuring all medication is clearly labelled and in original packaging/container with pupil details and, where necessary, kept in secure safe place and be accessible where required.
- Recording all medication administered to pupils using the Department for Education Supporting Pupils with Medical Conditions templates.
- Ensuring all staff who undertake assistance with the administration of medication do so on a voluntary basis with specific training provided where identified as required.

New and expectant mothers

The Trust recognises that the general precautions taken to protect the health and safety of the staff

and visitors as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers our Academies will ensure that:

- Employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures and reasonable adjustments identified by the risk assessment are implemented, followed, monitored, regularly reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.

Off-Site Educational visits

Each School will have an appointed Educational Visit Coordinator (EVC). The EVC is responsible to the Principal/Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. Advice and guidance is provided by EVOLVEadvice.

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

- Having an School specific Educational Visits Policy detailing local arrangements
- Having a trained Educational Visits Coordinator to oversee visits
- Ensuring only competent staff lead visits
- Having access to an independent Educational Visits Advisor to support the School.
- Making sure that all trips are uploaded to EVOLVE. And that trips abroad are uploaded to EVOLVE 6 weeks before the start of the trip.

Outdoor Play Equipment

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

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

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

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

Where any equipment is determined damaged or unsafe it will be taken out and recorded under 'issues' on EVERY.

Personal Protective Equipment (PPE)

The school will assess the need for PPE through the completion of local risk assessment.

Positive Handling

The need for de-escalation and positive handling training will be assessed locally. The school will record instance of handling. Team-teach training is organized by the Trust for relevant staff

Radiation

The Science Department holds a selection of approved radioactive substances. A Radiation Protection Supervisor (RPS) has been nominated within the school. Along-side the RPS the school have appointed an external Radiation Protection Officer.

The Radiation Protection Supervisor and Officer will ensure that the school complies with the Ionising Radiations Regulations. A Radiation Protection Advisor for specialist radiation advice / support is appointed by CLEAPSS on behalf of the School.

The School will ensure adequate arrangements are implemented and monitored in line with CLEAPSS L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges by:

- Holding an up-to-date log of Radioactive Sources
- Maintaining safe storage of sources and details of where stored
- Having an authorised list of staff who can access sources with a documented record of use
- Undertaking leakage tests and maintaining records
- Ensuring staff are appropriately trained.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure or verbally to the Operations Manager/Site Manager/Premises Officer (if urgent) who will ensure that appropriate action is taken to avoid accident/injury.

Risk Assessments

The School will complete the necessary risk assessments from a set that they have been provided by YMDBoon. Risk assessments will be reviewed as necessary and on at least an annual basis. Further risk assessments will be undertaken as required.

The School risk assessment process follows the [HSE Controlling Risk in the Workplace INDG163 \(Rev 4\) published 08/14](#).

The following risk assessments will be in place:

- Fire (office suite only)
- Provision of First Aid
- Hazardous substances used for cleaning (COSHH)
- Individual workstation (DSE)

- New and expectant mothers (as necessary)
- Individual staff- medical/disability (as necessary)
- Lone working (as necessary)
- Working at height
- Use of private vehicles for business use

Safety Representatives

Under legislation school employees who have been appointed by their union as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Security

The Operations Manager/Site Manager/Premises Officer is responsible for maintaining the physical security of the site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The school will complete a premises safeguarding and security risk assessment and establish their own security policy.

The Principal, Operations Manger and Site staff are key holders and will respond to an emergency.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working risk assessment and the associated procedures and arrangements.

All visitors are required to sign in at reception and required to wear a visitor's badge.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Principal and Operations Manager.

Slips, trips and falls

Slips, trips and falls are the main cause of accidents in the workplace. The School must take practical steps to prevent slips and trips by:

- Stopping floors becoming contaminated
- Using the right cleaning methods
- Considering flooring and work environment
- Checking right footwear
- Thinking about people and organisational factors

The school has completed a Risk Assessment for slips, trips and falls 02.09.2024. A copy can be found on file in the Risk Assessment folder located in the Operations Manager's office or digitally on sharepoint

Stress, Work Related

The Principal is responsible for managing work-related stress within the school setting. A stress toolkit will be used by school management. Any instances of stress with the Principal will be managed by the Trust.

Supervision

Duty rotas are created annually and reviewed regularly to ensure coverage at all times and in all locations

Training

All employees are given Health & Safety @ Work training (including fire safety and asbestos awareness and training in health and safety or emergency procedures. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend a general health and safety training course on at least a five yearly basis.

Other training needs will be identified through locally completed risk assessments.

Vehicles

If the school allows staff to take pupils/students in their own car they should keep a copy of their driving license, insurance and MOT.

Violence

The Health & Safety Executive's (HSE) definition of violence is:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

The School is committed to providing a safe and secure working and educational environment for staff, pupils, and any other persons on site.

All incidents of violence will be recorded and investigated as required by the line manager or Principal. They will notify the trust's HR department and the Director of Business Services.

Water Management/Control of Legionella

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

- Commissioning a bi-annual Legionella risk assessment and ensure actions identified are acted upon.

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

Welfare facilities

All Academies should provide:

- Clean facilities that are well lit and ventilated, have hot and cold running water, enough soap or other washing agents and means for drying hands
- Access to drinking water
- Suitable seating area to use during breaks

Work Equipment

Personal injury may occur to staff, students or visitors due to various hazards associated with the use of equipment. They include electrical shock, fire, and hazards due to faulty design or installation, mechanical hazards or noise. Risk assessments undertaken as required. Training is organized by the School as necessary.

Working at Height

The School will follow the principles of the HSE guidance '[The Work at Height Regulations 2005 \(as amended\) A brief guide](#)' (INDG401).

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

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

Scheme overview / summary:

- CEO
- Estates and Finance Committee – oversight of Trust compliance
- Director of Business Services - Trust H&S Coordinator and has Trust oversight, liaises with all parties, reports to the Board, actions issues not resolvable at local level (skill or finance deficiencies), monitors accident and near miss data across the Trust, supports with accident investigation, reports RIDDOR incidents, radiological protection, accessibility, construction / CDM 2015, asbestos, legionella, electrical, PUWER, LOLER etc etc.
- Principal – Building Responsible Officer (BRO) the locally responsible person, has local oversight, liaises with Director of Business Services, authorises EV's
- School Operations Manager/Site Manager/Premises Officer- responsibility for site and associated compliance, liaise with the Principal, Local H&S Coordinator and Director of Business Services
- EVC – manages EV's liaising with the principal competent advisor (YMDBoon) and the Trust where required
- Local department heads and senior managers – responsible for H&S in their work area, report to the Principal interact with the Operations Manager/Site Manager/Premises Officer.
- Directors of Performance & Standards – oversight in terms of statutory provisions relating to educational compliance

Systems overview / summary:

- All works involving invasive or destruction construction or maintenance are coordinated via the Trust
- SSoW – various Trust Safe Systems of Work are in place – contractor induction, permit to work system, hot works etc. Operations Manager/Site Manager/Premises Officer manages low level sit works via the implemented SSoW
- Trust Every Portal (to be set up) - central online database of property documentation, risk assessments, condition and priority works, PM, RM and compliance
- Operations Manager/Site Manager/Premises Officer's – e-mail compliance trail and associated documents to the portal, manage contractors in terms of minor works
- Director of Business Services – manages the Every Portal and verifies compliance
- Professional site inspection - annual
- Professional, competent audits – annual
- Property condition survey – 60 month interval (external company)
- Asset management / Planned maintenance – 5 year plan, updated annually to reflect condition slip
- Asbestos – central online database of risk assessments and priority works, annual update of priorities, feeds in to asses management plan, Operations Manager/Site Manager/Premises Officer monitors condition
- Legionella – central online database of risk assessments and priority works, feeds in to asses management plan, competent contractor monitors compliance and reports to the Operations Manager/Site Manager/Premises Officer and the Director of Business Services
- Professional services must comply with Trust standards – UKAS accreditation systems have been adopted