



Leodis
Academies
Trust

HEALTH AND SAFETY POLICY

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			<p>5.8 Heads of Specialist Subject Areas added</p> <p>5.9 Amended to Lead Technicians</p> <p>5.10.2 Attend training added</p> <p>5.11.2 Sixth Form lanyard information included</p> <p>6.3.2 Undesired circumstance example added</p> <p>6.6.4 'including safe disposal' added</p> <p>6.7.2 'are classed as DSE users' added</p> <p>6.7.3 last two bullet points amended</p> <p>6.7.6 Amended to say free eye test for DSE work</p> <p>6.13.3 Added re: First Aid policy</p> <p>6.15.1 Amended to say key members of staff to be present.</p> <p>6.18.2 / 6.18.3 Details added</p> <p>6.19.4 Point about considering work environment and capacity added</p> <p>6.20.2 Medical condition policy point added</p> <p>6.21.2 Points updated</p>
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1. INTRODUCTION:

- 1.1 Leodis Academies Trust (the Trust) recognises its obligations to Health and Safety legislation.
- 1.2 The Trust has adopted a Health and Safety Management Framework.
- 1.3 The Trust's Health and Safety management system incorporates the following key elements:
 - 1.3.1. An effective Health and Safety Policy which sets out the key procedures and overall direction taken by the Trust and each Academy; contributing to the efficiency, effectiveness and continuous improvement of our organisation; demonstrating senior management commitment as well as clearly defining key roles and responsibilities.
 - 1.3.2. The Trust Board, Executive Team, Local Committee (LC), Principals and Senior Leadership Teams must ensure a strong and effective management

structure is in place to proactively deliver this Policy; there will be regular consultation on Health and Safety matters with all relevant stakeholders and a shared understanding by both managers and staff of each Academy's desire to promote a positive and risk aware culture.

- 1.3.3. The Trust and each Academy must have a systematic approach to the implementation of this Policy, by ensuring an effective management system integrating Health and Safety performance standards, targets, priorities and training is in place across all disciplines within each Academy. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk.
- 1.3.4. Training must be provided at a level suitable to the individual and the tasks they perform. This must be in addition to general awareness training as part of the Trust's induction programme for all new staff. Specialist training identified as appropriate to the role or through training and development plans or risk assessments must be provided. Details of all training attended must be reported via the Trust HR system to ensure training records are kept up to date and the requirements of refresher training can be appropriately monitored.
- 1.3.5. Each Academy must be responsible for measuring its own performance and reporting to the Trust Executive Team, so it can clearly identify when and where improvements are needed. This will be achieved through both internal review and external auditing of policies, premises and activities, in addition to monitoring accident and incident information. Both internal and external findings and reports must be available to Trustees.

2. AIMS - THE HEALTH AND SAFETY POLICY STATEMENT:

- 2.1 Leodis Academies Trust aims to ensure that as far as is reasonably practicable:
 - 2.1.1. All employees, students/pupils, members of the public including parents/carers, visitors and contractors who enter Trust premises, are not exposed to any Health and Safety hazards.
 - 2.1.2. No work will be carried out by Trust employees or contractors that are liable to expose employees, students/pupils or members of the public to hazards to health, unless suitable and sufficient assessment of the risk has been made and necessary measures to prevent or control the risk are in place.
 - 2.1.3. All contractors are able to demonstrate that they have suitable risk assessments and method statements (RAMS) and arrangements for securing proper Health and Safety.
- 2.2 The Trust's objectives are to:

- 2.2.1. Provide and maintain a safe and healthy working environment for all staff, students/pupils, visitors, contractors and others who may be affected by its actions or activities.
 - 2.2.2. Comply with statutory Health and Safety legislation as a minimum standard.
 - 2.2.3. Provide adequate resources to implement this Policy including access to support from Health and Safety competent persons. Where necessary, external specialist advice and assistance must be obtained.
 - 2.2.4. Accept that health, safety and wellbeing include mental and emotional, as well as physical health, safety and wellbeing.
 - 2.2.5. Accept that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively.
 - 2.2.6. Expect that all staff and students/pupils co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
 - 2.2.7. Ensure necessary information, instruction, training and supervision is provided to enable all staff to avoid hazards and contribute positively to their own and the Health and Safety of others whilst at work.
 - 2.2.8. Set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the school.
 - 2.2.9. Create, maintain, update and communicate a central repository of relevant health and safety information.
 - 2.2.10. Regularly monitor and review this Health and Safety Policy and any arrangements as required to ensure its objectives are met and, as necessary, modify the Policy in light of new legislation and other changing circumstances.
- 2.3 This is the Health and Safety Policy Statement. See Appendix 1 for signed version for display purposes.

3. STATUTORY INFORMATION:

- 3.1 This Health and Safety Policy has been drawn up to comply with the following legislation and guidance, as well as all regulations made there-under:
- The Management of Health and Safety at Work Regulations 1999.
 - Health and Safety at Work etc. Act 1974.
 - HSE Guidance HSG65: Managing for Health and Safety.

- 3.2 Further detailed references for specific regulations and guidance are provided at each part within Section 6.
- 3.3 Should any legislation or Statutory Guidance be updated prior to this Policy being updated, the legislation/Statutory Guidance would supersede any areas in the Policy covered by the update.

4. LINKS TO OTHER ACADEMY/ TRUST POLICIES:

- 4.1 A number of other Academy/ Trust policies make reference to expectations, and these include the following policies:
- Business Continuity
 - Code of Conduct
 - Data Protection
 - Disciplinary
 - Diversity, Equality and Inclusion
 - Educational Visits
 - First Aid
 - Gifts and Hospitality
 - Grievance
 - Online Safety and Acceptable Use
 - Safeguarding and Child Protection
 - Safer Working Practice
 - Supporting Children with Medical conditions
 - Whistleblowing
- 4.2 This list of policies is not exhaustive and does not replace the general requirements of all Trust and Academy policies and procedures.
- 4.3 Where legal obligations or statutory guidance are updated, the Trust will follow the most up to date legal obligations which may differ from information stated in this policy. The policy will be updated as soon as practicably possible.

5. ROLES AND RESPONSIBILITIES:

5.1 The Trust Board (Leodis Academies Trust):

- 5.1.1. Trustees have overall responsibility to ensure compliance with Health and Safety legislation across all Academies which form part of the Trust.
- 5.1.2. To enable the Trust to meet this requirement, the Executive Team, Principals and Local Committees, along with various appointed Health and Safety roles, will manage day to day Health and Safety matters and ensure the health, safety and welfare of staff, students/pupils, visitors and contractors.
- 5.1.3. The Trust Board must:

- Create and monitor a management structure for Health and Safety.
- Determine the Health and Safety Policy and its execution across the Trust; assessing its effectiveness and ensuring changes are identified and implemented.
- Allocate sufficient resources for Health and Safety to ensure compliance with this Policy.
- Establish clear roles and lines of responsibility for Health and Safety.
- Identify and evaluate arrangements for controlling risks.
- Provide a safe place for all users of Trust premises including safe means of entry and exit.
- Appoint a Health & Safety Trustee to attend H&S meetings as required.

5.2 The Executive Team:

5.2.1. The CEO Principal:

- Is responsible to the Trust Board for ensuring all aspects of Health and Safety are completed by all those mentioned in this section of the Policy.
- Is accountable for ensuring that all relevant duties under this Policy are effectively delegated to the, and discharged by the COO, and to Academy Principals for the settings they are responsible for.

5.2.2. The Chief Operating Officer (COO)/Competent Person must:

- Provide overall strategic and operational leadership and management of Health and Safety practices across the Trust. They are responsible for providing a suitable Health and Safety management system for the Trust and providing advice and guidance to the Trust Board, CEO Principal, Principals and Trust employees on all aspects of Health and Safety.
- Act as the Health and Safety lead for the Trust.
- Develop, review and lead on Health and Safety Policies and ensure all staff have access to these.
- Adhere to both Health and Safety requirements and statutory Ofsted guidance for the health and wellbeing of staff, students/pupils and visitors.
- Ensure that a professional Health and Safety support service is in place for specialist advice, guidance and support and which offers independent Health and Safety audits of premises.
- Ensure all work taking place on Trust premises meets Health and Safety regulations.
- Where construction or refurbishment work is being planned or carried out within any premises of the Trust, ensure that the relevant duties as the 'client' under the Construction (Design and Management) Regulations 2015 are fully met, including the appointment of a Principal Designer and Principal Contractor, where such activities involve more than one contractor.
- Develop processes and procedures for off-site educational visits; ensuring that a trained Educational Visits Co-ordinator is appointed in each Academy.

- Advising the Executive Team and Senior Leaders in the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under.
- For liaising with Health and Safety Advisors and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.
- Hold regular meetings with each Academy Principal and key staff in relation to H&S issues, inviting the Trustee responsible for H&S as appropriate.

5.2.3. Trust Compliance Lead (TCL) must:

- Assist the COO in ensuring the above duties are met.
- Act as the lead for the compliance software and supporting site teams in ensuring all statutory compliance tasks are identified and completed when due and that the compliance system is updated with accompanying maintenance records with remedial works followed through.
- Implement statutory training and refresher training for premises and catering teams.
- Ensure full and accurate Health and Safety training records are maintained.
- Ensure that fire risk assessments and other testing and inspections are completed.
- Implement a system for contractors and sub-contractors working on all sites across the Trust.
- Investigate any incidents, accidents or near misses, where required.
- Attend H&S meetings as required

5.3 Appointed Health and Safety Advisor:

5.3.1. The Trust currently appoint an external consultant via a Service Level Agreement to act as Health and Safety Advisors, and their role is to:

- Carry out premises audits including deep dives into high-risk areas and provide details of any remedial action required.
- Provide regular Health and Safety updates including sample policies and documents to be adopted.
- Work closely with the Chief Operating Officer and Trust Compliance Lead on Health and Safety matters.
- Act as the RPO for the Trust.
- Provide expert support, advice and guidance on all matters relating to Health and Safety.

5.4 The Local Committee (LC):

5.4.1. LCs must ensure that a positive Health and Safety culture is established, developed and maintained. They have responsibility for ensuring that Principals and Health and Safety representatives are effectively discharging their responsibilities as outlined within the Policy.

5.4.2. Each LC must ensure that:

- The Principal implements and enforces this Health and Safety Policy at their Academy.
- Suitable and sufficient risk assessments are carried out, regularly reviewed and a written record of the assessments is maintained.
- Sufficient resources and staffing are allocated to ensure effective health, safety and welfare arrangements are in place.
- All relevant Health and Safety checks, inspections and audits are being undertaken and, where necessary, are being documented and corrective actions addressed in a timely manner.
- They discuss, review and assess any relevant Health and Safety audits, inspections and compliance reports and ensure corrective actions/ action plans are agreed and implemented.
- They receive Health and Safety information, as part of the Principals report, for each LC.
- Report concerns to the COO/CEO Principal and Trust Board as required.

5.5 The Principal:

5.5.1. Has overall accountability for ensuring the effective management of Health and Safety in their Academy.

5.5.2. Each Principal:

- Is responsible for the safety and security of their staff, students/pupils and premises.
- Has a lead responsibility for ensuring Health and Safety of their premises in line with policies and procedures and acts as the responsible person for the premises in relation to fire safety.
- Must take advice from the site staff in Health and Safety matters, including opening/ closing the Academy or restricting access to certain areas to ensure the safe operation of the premises.
- Must ensure staff, students/pupils, visitors and contractors at their Academy are aware of, and comply with, this Health and Safety Policy including their responsibilities herein, through appropriate and effective delegation, management and leadership.
- Must ensure that a system for the management of Health and Safety is in place whereby all significant risks to Health and Safety are identified and those risks eliminated or controlled.
 - This should include the implementation, review and, where appropriate, approval, of educational visit risk assessments and documentation.
 - This should also include the implementation, review and where appropriate, approval of all curriculum-based risk assessments and documentation, and particularly in relation to science, radiation, PE and DT.
- Must ensure adequate communication between Executive Team, Senior Leaders and staff to allow everyone to contribute to safe working.

- Must ensure the provision of adequate training, instruction and supervision for all members of staff, ensuring attendance at Health and Safety training courses as appropriate.
- Shall regularly inspect their premises to ensure compliance with this Policy and ensure suitable standards of Health and Safety are being achieved and maintained.
- Must consider, and where necessary act upon, any Health and Safety concerns raised by staff, students/pupils, visitors, contractors or Health and Safety representatives.
- Must ensure adequate staffing levels are maintained, where required for Health and Safety reasons.
- Must ensure that adequate first aid, fire, emergency and security arrangements are in place.
- Must ensure that any accidents, incidents and near misses causing injury or damage, or with potential to do so, are reported to the Executive Team so that any required action can be agreed and implemented in a timely manner to prevent recurrence.
- Should ensure that Academy termly H&S review meeting is held to inform reporting to the Trust led Academy Health
- Must report to the Trust led Academy Health and Safety meetings, held on an at least termly basis to develop Health and Safety best practice.
- Must include a Health and Safety report to each LC meeting as part of the Principal's report.

5.6 The Senior Member of Staff Responsible for Health and Safety:

Each Principal may choose to appoint a Senior member of staff to support them in discharging their responsibilities detailed at 5.5.

5.7 Site Managers/Supervisors:

5.7.1. Site Managers/ Supervisors have responsibility for the day-to-day development and implementation of safe working practices and conditions for staff, students/pupils and visitors. They must take reasonable steps to ensure that the Health and Safety Policy is implemented and act as Health and Safety representatives for the site.

5.7.2. In particular, they must ensure that:

- Safe means of access and egress are maintained.
- Premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are followed when contractors and subcontractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Adequate systems are in place for the management of asbestos and control of legionella.
- All premises-related accidents, incidents and near misses are recorded and investigated, in collaboration with the Trust Compliance Lead.

- Statutory Health and Safety testing and inspections are carried out in a timely manner and up-to-date records are maintained including effective use of the compliance software.
- Relevant staff receive the necessary information to enable them to fulfil their obligations with respect to all Health and Safety matters, including providing support and advice.
- They liaise with Trust Compliance Lead and COO, to consult with the Trust Health and Safety advisors for specialist advice and assistance.
- They provide reports to the Principal, Trust Compliance Lead and COO as required.
- The site team must have regard for all H&S legislation as directed by the Site Supervisor.

5.8 Heads of Specialist Subject Areas

5.8.1 The Principal may delegate responsibility for subject specific areas to Heads of Departments. This is likely to be in relation to Science, DT & Art and PE. They must ensure that:

- A department H&S handbook is in place and updated in line with subject specific guidance (e.g. CLEAPSS and AfPE).
- Regular review of Risk Assessments (at least annually).
- Provision of up-to-date and appropriate information for any external or internal audit as required, Attendance at audit meetings etc.
- Provision of information for staff in relation to safe systems of work and day-to-day expectations and safety checks.
- Ensure departmental staff have appropriate opportunity for training and records are maintained of all staff training.
- Ensure all related pupil safety training is embedded into the curriculum/lesson plans and is documented when delivered.

5.8.2 Where technicians are employed, they have responsibility for subject-specific Health and Safety matters which may include:

- Being familiar with all policies and procedures relevant to their responsibility and providing access to all relevant guidance notes and codes of practice from outside bodies, e.g. DfE, HSE, CLEAPSS etc. who provide support and advice for all aspects of practical work.
- Ensuring appropriate risk assessments are in place, reviewed regularly and a written record of assessments maintained.
- Ensuring that staff using corrosive or hazardous fluids are aware of COSHH requirements.
- Ensuring that statutory Health and Safety testing and inspections are carried out in a timely manner and up-to-date records maintained.
- Consulting with professional safety advisors (when relevant) for specialist advice and assistance.

Heads of Department may be supported by other staff such as a Lead Technician or Technician with specialist knowledge, or other staff such as the premises team.

However, Head of Science, PE and DT have overall responsibility to the Principal to ensure that these are in place.

Where radioactive sources are present on site, the school must have a suitably qualified teacher who is trained as an RPS.

5.9 Lead Technicians:

5.9.1 Where lead technicians are employed, they have responsibility for subject-specific Health and Safety matters which may include:

- Being familiar with all policies and procedures relevant to their responsibility and providing access to all relevant guidance notes and codes of practice from outside bodies, e.g. DfE, HSE, CLEAPSS etc. who provide support and advice for all aspects of practical work.
- Ensuring appropriate risk assessments are in place, reviewed regularly and a written record of assessments maintained.
- Ensuring that staff using corrosive or hazardous fluids are aware of COSHH requirements.
- Ensuring that statutory Health and Safety testing and inspections are carried out in a timely manner and up-to-date records maintained.
- Consulting with professional safety advisors (when relevant) for specialist advice and assistance.

5.10 All staff (including support staff, trainees, apprentices, teachers, volunteers, Trustees and Local Committee Governors):

5.10.1 Implementation of this Policy is a management responsibility, but the co-operation of all employees is essential. All staff have a general duty to identify and comply with all policies, procedures, systems, practices and methods of work relevant to their role and responsibilities, particularly in respect of health, safety and welfare.

5.10.2 All staff have a statutory obligation to co-operate with the Trust and individual Academies and to take reasonable care of their own Health and Safety and that of others affected by their actions and activities by:

- Ensuring they are aware of, and abide by, this Health and Safety Policy, and any other supporting policies, procedures and practices.
- Ensuring they are fully aware of their roles and responsibilities and follow any information, instructions or guidance documents made available to them.
- Conducting suitable and sufficient risk assessments within their areas of responsibility.
- Attend all identified training.
- Reporting all Health and Safety concerns including accidents, incidents, near misses, dangerous equipment, defects or situations which occur whilst in school or on educational visits and assisting with investigations into accidents, incidents or near misses, where required.

- Using the correct equipment and tools including any protective equipment or safety devices that may be supplied.
- Ensuring they wear their staff lanyard at all times and keep their staff identity badge and keys safe and on their person at all times.

5.11 Students/pupils:

5.11.1 Students/pupils are expected to conduct themselves in line with age-related expectations and in a manner that reflects the Trust's standards of behaviour by following safe working practices and observing safety rules.

5.11.2 All students/pupils must:

- Comply with Academy rules and procedures.
- Take reasonable care of themselves and others.
- Cooperate with any member of staff and follow any reasonable instructions given.
- Observe the health, safety and hygiene standards of dress including the wearing of jewellery.
- Ensure they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of others.
- Sixth form students must wear their lanyards at all times and keep their identity badge safe and on their person at all times when on site. If lost they must report this to the Sixth Form office as soon as possible.

5.12 Contractors

5.12.1 All contractors have a duty to cooperate and coordinate with the Trust and its Academies, whilst being legally responsible for their own Health and Safety, and that of others who may be affected by their actions or activities. Contractors must be required to demonstrate their competence to carry out specific hazardous work prior to their engagement. The Principal, or delegate, must ensure that contractors are informed of the Health and Safety arrangements in place and the expectations placed upon them during their visit.

5.12.2 Contractors working on a Trust site must ensure that:

- Their staff and any appointed subcontractors sign in on arrival and sign out on departure.
- They comply with the Contractor Handbook and with this Health and Safety Policy, whilst ensuring their own Health and Safety Policy is made available whilst work is being planned or undertaken.
- They complete the pre-works questionnaire, if required, and all authorisation, documentation, assessments and control measures associated with their activities are in place prior to and during any work taking place.

- Any plant, material or equipment brought onto any Trust premises, is suitable, controlled and maintained in a safe condition.
- Their staff and/ or any appointed subcontractors have either up-to-date enhanced DBS certificates and are not barred from working with or near children or are supervised at all times by another member of the organisation who does have a satisfactory enhanced DBS check.
- Any accident, incident or near miss identified or caused by their staff or appointed subcontractors are reported without delay.

5.13 Visitors:

5.13.1 The Principal, or delegate, must ensure that visitors are informed of the Health and Safety arrangements in place and the expectations placed upon them during their visit.

5.13.2 Visitors to a Trust site must:

- Report to reception and sign in on arrival and out on departure.
- Make themselves aware of the School Information Leaflet including Health and Safety arrangements in place, and safeguarding information and follow any reasonable instructions provided by staff.
- Wear a visitor lanyard at all times, which will be provided by reception, indicating DBS status.
- Inform reception or a relevant member of staff of any mobility issues, so that appropriate assistive measures can be implemented, where required.
- Promptly report any accidents, incidents or near misses to reception without delay.
- Hirers of facilities are required to agree to specific terms and conditions relating to Health and Safety arrangements upon booking.

6 SPECIFIC ARRANGEMENTS OF HEALTH & SAFETY:

- 6.1 To assist in discharging the duties highlighted in this Policy, each Academy may be required to develop and document local policies and procedures, suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Consideration and priority must still be given to the Trust-wide policies, structures, systems, procedures and practices that are in place. Such local arrangements must ensure that the commitments and intentions outlined in this Policy are established and maintained. Any local arrangements that have been implemented must be clearly outlined and communicated at each Academy.
- 6.2 The purpose of this section is to outline and improve awareness of the minimum standards expected for key risk areas across the Trust and its Academies. The arrangements outlined here may also have other supporting policies, structures, systems, procedures and practices to be aware of. It is each individual's responsibility to familiarise themselves with the arrangements below, and with other Trust-wide or local arrangements that are in place to protect the health,

safety and welfare of themselves and others. Specific Arrangements are listed in alphabetical order for ease of reference.

6.3 Accident and Incident Reporting:

- 6.3.1 All staff, students/pupils, visitors and contractors are required to report all accidents, incidents or near misses without delay.
- 6.3.2 For the purposes of clarity, the terms accident, incident and near miss are defined as follows:
- **Accident:** an unexpected event resulting in injury, ill health or damage to property, plant or equipment.
 - **Incident:** can be a near miss or undesired circumstance:
 - **Near miss:** an unplanned event that does not cause injury, damage or ill health but has the potential to do so.
 - **Undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health that is not an accident. For example: a violent incident against an adult or child on Academy premises.
- 6.3.3 For staff or visitor accidents or incidents, these must be reported using the incident report form on the compliance system within 48 hours of occurrence.
- 6.3.4 For student accidents or incidents, the student accident form must be completed. Staff must make themselves familiar with where this is located within their Academy. Should the accident or incident result in a hospital visit, this must also be reported using the incident report form on the compliance system, within 48 hours of occurrence.
- 6.3.5 Accidents, incidents or near misses must be investigated by the nominated member of staff at each Academy, Trust Compliance Lead or COO, to identify the underlying and root causes. All staff must cooperate with any investigations carried out.
- 6.3.6 If the accident occurs on an educational visit, the Educational Visit Co-ordinator must carry out an investigation. It must be documented on the compliance system on return from the visit. Risk assessments must be reviewed in light of lessons learnt. A report must be submitted to the Principal, Trust Compliance Lead and COO.
- 6.3.7 Accidents must be reported to RIDDOR as applicable, in liaison with the COO or Trust Compliance Lead. (Please see Appendix 2 for HSE guidance on incident reporting in schools including RIDDOR reporting).

- 6.3.8 Accidents, incidents and near misses must be routinely monitored at Trust and Academy level. Identification and monitoring of significant trends or major incidents must be reviewed.

6.4 Asbestos Management:

6.4.1 Specific Legislation and Guidance:

- Control of Asbestos Regulations 2012.
- HSE approved code of practice L143: Managing and working with asbestos.

- 6.4.2 Trust Commitment: The Trust is committed to preventing exposure to asbestos fibres to all persons who enters its premises, including ensuring compliance with legislation and guidance.

- 6.4.3 Trustees acknowledge that, as long as the asbestos is in good condition and is not disturbed or damaged, there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health.

- 6.4.4 The Principal is the duty-holder at each Academy and has overall responsibility for the management of asbestos on their site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.

- 6.4.5 Each Academy, where asbestos is present, must:

- Maintain adequate, up-to-date asbestos management records.
- Ensure that an asbestos register is maintained and is readily available to all who need to consult and/ or sign it.
- Ensure that the asbestos register is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. Examples may include staff, surveyors, contractors, alarm/ CCTV installers, visitors.
- Ensure asbestos survey information in the form of an Asbestos Management Plan is kept in the asbestos register.
- Advise staff to under no circumstance undertake any activity that could disturb the fabric of the building, e.g. walls or floors, without seeking advice from a member of the site team.
- Prior to any works that will, or has the potential to, alter the fabric of any premises, commission a refurbishment and demolition survey, e.g. refurbishment, demolition, electrical work, installation of IT equipment. The survey must cover the full scope of works and findings cross referenced with the asbestos register.
- Ensure surveys, sampling and any other work involving the removal and repair of ACMs are only ever carried out by a competent contractor or person.
- Report any damage to any structure that possibly contains ACMs to the Principal, who must immediately act to cordon off the affected area and seek appropriate advice.

- Have emergency arrangements in place to address any unplanned damage, disturbance or discovery of asbestos, which may include the need to:
 - Stop all work immediately.
 - Turn off any fans/ computers/ extractors.
 - Shut all windows.
 - Evacuate the local area, i.e. the room where the damaged/ discovered ACM is located and leave all items in the room.
 - Shut all doors.
 - Prevent anyone entering or re-entering the area.
 - Keep the room occupants together in another vacant room nearby.
 - Report the problem as soon as possible to the Principal and Chief Operating Officer.
 - Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.
 - Take steps to arrange for the assessment and management of the situation by a competent and licensed contractor or person.
- The Executive Team will support the Academy in the discharging of its responsibilities and must ensure a regular review of asbestos-related documentation and training logs.
- Any accident, incident or near miss identified or caused by their staff or appointed subcontractors are reported to their host without delay.

6.5 Contractor Management:

6.5.1 Any company or persons invited under a contractual agreement to work on Trust premises must operate under the highest level of Health and Safety possible and must be aware of Trust policies and procedures.

6.5.2 When engaging a contractor, the following must be considered:

- All aspects of the work identified and set out in a job specification.
- Qualifications and experience.
- References.
- Insurances and certificates.
- Memberships of professional trade bodies.
- Risk assessments and method statements (RAMS).

6.5.3 Each Academy must:

- Work with the Trust Executive team to identify to the correct contractor for the agreed project.
- Co-ordinate with the contractor and ensure they have information about the site available to them including the asbestos register and a copy of the appropriate Academy Contractor Handbook.

- Follow the Contractor Management flowchart upon appointment which includes contractor completion of the pre-works questionnaire prior to any work commencing.
- Not permit a contractor to undertake work on the Academy site without permission from the Site Manager/ Supervisor other than in an emergency.

6.5.4 Contractors are responsible for:

- The Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students/pupils or visitors to the Academy.
- Adhering to RAMS.
- Ensuring their staff and appointed subcontractors are inducted prior to undertaking any work.
- Ensuring their staff sign in on arrival and out on departure.
- Complying with this Health and Safety Policy and the Contractor Handbook, whilst ensuring their own Health and Safety Policy is made available whilst work is being planned or undertaken on Trust premises.
- Ensuring any plant, material or equipment brought onto Trust premises is suitable, controlled and maintained in a safe condition and documentation made available upon request.
- Ensuring their staff and/or any appointed subcontractors have either up-to date enhanced DBS certificates and are not barred from working with or near children OR are supervised at all times by another member of the organisation who does have a satisfactory enhanced DBS check.
- Submitting the pre-works questionnaire along with all authorisations, documentation, assessments and control measures associated with their activities to the Academy prior to any work taking place.
- Any accident, incident or near miss identified or caused by their staff or appointed subcontractors are reported to their host without delay.

6.6 **Control of Substances Hazardous to Health (COSHH):**

6.6.1 Legislation and Guidance:

- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP).
- HSE approved code of practice L5: Control of Substances Hazardous to Health.
- HSE INDG136: Working With Substances Hazardous to Health – a Brief Guide.
- HSE HSG97: A Step-by-Step Guide to COSHH Assessment.
- HSE EH40/2005 Workplace Exposure Limits.
- HSE COSHH Essentials.

6.6.2 Trust Commitment: The Trust recognise that the control of substances hazardous to health require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

6.6.3 Consideration is given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

6.6.4 Each Academy must:

- Hold data sheets on site for all hazardous substances that are being used, these must be kept in locations where hazardous substances are stored.
- Carry out risk assessments on work processes which involve hazardous substances, including safe disposal.
- Store all hazardous substances according to guidance provided in the COSHH assessment and safety data sheet and, as a minimum, stored in a secure storage area.
- Ensure that all containers have appropriate product labels, including when products are decanted from one vessel to another.
- Provide staff with suitable personal protective equipment and adequate information, instruction and training on the risks associated with any hazardous substances with which they work or come into contact with.
- Ensure that all staff working with hazardous substances undertake formal COSHH training which is refreshed at least every three years. Training records must be maintained.

6.6.5 The following general precautions must be followed by staff, students/pupils and contractors when using hazardous substances:

- Only use, handle, store or dispose of hazardous substances for which you are authorised to handle and have received appropriate information, instruction, training and/ or supervision.
- Never allow any hazardous substance to come into contact with your eyes, skin, orifices or mucous membranes and avoid inhaling any fumes, gases, vapours or dusts.
- Never transfer hazardous substances to other containers.
- Always observe good housekeeping and hygiene practices.
- Never swallow any hazardous substance or consume drink or food where hazardous substances are used, handled, stored or disposed.
- Never use, handle, store or dispose of hazardous substances in areas where food or drink are consumed.
- Always make yourself aware of the COSHH assessment and material safety data sheet for each hazardous substance you are authorised to use or handle.
- Always wear appropriate personal protective equipment and clothing, as defined in the COSHH assessment and safety data sheet.
- Immediately clean up any spillages and dispose of them in suitable containers.

- Any concerns, accidents or incidents involving hazardous substances must be reported without delay.

6.7 Display Screen Equipment (DSE):

6.7.1 Legislation and Guidance:

- Display Screen Equipment Regulations 1992.
- HSE Approved Code of Practice L26: Work With Display Screen Equipment.
- HSE INDG36: Working With Display Screen Equipment.
- HSE DSE Workstation Checklist.

6.7.2 Trust Commitment: The Trust ensures that all 'regular' users, i.e. those who use DSE daily for continuous periods of an hour or more, are classed as DSE users. Staff should be working safely and are encouraged to undertake a self-assessment. In addition, occasional users are provided with general advice on the correct sitting posture.

6.7.3 All DSE users:

- Are required to carry out pre-use checks on their DSE and work area which must include:
 - The whole workstation including equipment, furniture and the working environment.
 - The job or tasks involved.
 - Any special needs of the individual.
- Must maintain their DSE and work area in an organised and clean condition.
- Must report any defects or issues affecting their DSE or work area at the earliest opportunity.
- Are encouraged to take regular breaks when using DSE, e.g.: 5-10 minutes every hour. This could mean undertaking a different activity away from the screen or desk.
- Are encouraged to alternate tasks to reduced prolonged DSE exposure.

6.7.4 DSE 'regular' users are provided with the DSE self-assessment checklist each year. Any issues identified must be investigated between the employee and a trained DSE assessor to explore solutions including any appropriate adjustments, adaptations or corrective measures required, where reasonably practicable. Copies of DSE assessments and any recommended adjustments, must be documented, reviewed and updated on a regular basis and stored in the employee's HR file.

6.7.5 All staff are also provided with information on correct sitting posture via a handout and a video, each year.

6.7.6 DSE users are entitled to request a free eyesight test and, where special corrective appliances are required specifically for DSE work, a special pair of

glasses may be prescribed. The Trust will make a contribution towards costs arising from tests and appliances, these are detailed in the Trust Pay Policy.

6.8 Educational Visits:

The Trust recognises that risk, as well as benefits, exist in any curriculum related off-site activity and each Academy must have a robust educational visits procedure and approval process in place. Relevant staff must be appropriately trained to ensure they adhere to the expected standards for planning, approving and supervising all off-site activities in line with the Educational Visits Policy.

6.9 Electrical Safety:

6.9.1 Legislation and Guidance:

- Electricity at Work Regulations 1989.
- HSE HSR25: Memorandum of Guidance on the Electricity at Work Regulations 1989.
- HSE INDG236: Maintaining Portable Electric Equipment in Low-risk Environments.
- HSE HSG107: Maintaining Portable and Transportable Electric Equipment.
HSE HSGT85: Electricity at Work – Safe Working Practices.

6.9.2 Trust Commitment: The Trust acknowledge that electricity has the potential to cause serious harm or even death and is treated as a priority with regards to maintenance and repair. The Trust commit to ensuring that all electrical systems and appliances are periodically inspected and maintained.

6.9.3 The Trust is responsible for ensuring that Electrical installations and systems:

- Meet the required standards (e.g. BS7671).
- Are maintained in a safe condition.
- Have regular electrical 5-year testing arrangements in place.

6.9.4 Each Academy is responsible for fixed electrical installation and PAT testing and maintenance and repair of electrical equipment.

Type of test	Equipment	Frequency of test	Tester requirements
Fixed electrical installations	Sockets Light fittings General wiring	Five years	NICEIC approved contractor
Portable appliance testing (PAT)	All portable electrical equipment	Annually	Qualified PAT tester

6.10 Electrical installations and systems:

6.10.1 Each Academy is responsible for ensuring that:

- Adequate socket-outlets and electrical circuits are provided to avoid overloading of circuits or extension cables, or the need for excessive use of extension leads.
- Overloading of plugs and sockets is avoided to reduce the risk of fire.
- A means of isolating electrical installations and systems are installed and used, where appropriate, and suitable precautions are in place to ensure that circuits and equipment can be made dead prior to any electrical work taking place.
- Suitable earthing arrangements are installed and used, where required.
- Live working on any electrical installations, systems or equipment is avoided. Where reasonably practicable, this must only be undertaken by an authorised and competent person/ contractor, in discussion with the Trust Compliance Lead or COO; and only where robust risk assessments, safe systems of work and other appropriate control measures are in place to prevent death or injury.
- Only trained and competent persons are authorised to carry out any work on electrical installations, systems and/ or equipment. Competent contractors must be NICEIC registered.

6.10.2 Each Academy is responsible for its portable electrical equipment, ensuring that:

- It is safe and suitable for its intended use.
- It is maintained in a safe condition.
- It is subject to a system of testing by a competent person each year (PAT).
- Any portable electrical equipment brought onto Trust premises by staff or contractors, is authorised and tested before use.
- A register of all portable electrical equipment, electrical installations, electrical systems and instruments/ testing equipment used on each Academy premises is kept up to date.
- Staff, students/pupils, visitors and contractors report any equipment that appears to be damaged or defective.

6.11 Responding to Epidemics and Pandemics:

6.11.1 Legislation and Guidance:

The Trust follows guidance from Leeds City Council in relation to Epidemics and Pandemics. This includes reporting procedures, communication protocols and escalation procedures. This is also documented in the Trust Business Continuity suite of documentation.

6.11.2 Any emerging issues must be reported to the COO to ensure a co-ordinated Trust wide response.

6.12 Fire Safety and Evacuation:

6.12.1 Legislation and Guidance:

- Regulatory Reform (Fire Safety) Order 2005.
- Management of Health and Safety at Work Regulations 1999.

6.12.2 Trust Commitment: The Trust is committed to controlling and reducing the risks associated with fire and other emergencies, including ensuring compliance with the relevant legal requirements and guidance.

6.12.3 Each Academy is responsible for ensuring that:

- They put in place such general fire precautions as are necessary to control the risks of fire and other emergencies and ensure, as far as is reasonably practicable, the safety of all staff, students/pupils and other persons that may be affected by such risks.
- They put in place appropriate emergency evacuation procedures for ensuring safety precautions are effectively managed; these must be reviewed regularly and communicated to all staff, students/pupils and visitors, including as part of the induction for new staff.
- They practice evacuation procedures every term. All evacuations must be recorded, and documents held by the Site Manager/ Supervisor. False alarms must not be included in these practices.
- They are equipped with appropriate firefighting equipment, fire detectors and alarms.
- Firefighting equipment is sited correctly, fit for purpose and checked annually by an approved contractor with adequate records maintained.
- All fire doors are unlocked during building occupancy.
- They test the fire alarm weekly from different points and maintain accurate and up-to-date records.
- They test emergency lighting on a monthly basis as well as once annually by an approved contractor and maintain accurate and up-to-date maintained.
- All fire detection and alarm systems are maintained in efficient working order, good repair and are tested/ serviced at regular intervals in accordance with manufacturer's instructions, with suitable records kept and maintained.
- All emergency routes and exits:
 - Lead to a place of safety.
 - Are identified by appropriate signage.
 - Are kept clear at all times.
 - Open in the direction of escape.
 - Allow easy and immediate opening.
 - Remain unlocked during occupation.
 - Have adequate illumination, including emergency lighting, where required.
- A suitable and sufficient fire risk assessment is in place with any actions from the assessment carried out in a timely manner with consideration given to both risk and cost.

- Fire safety signage, information, policies and notices including emergency exits, emergency routes, assembly points etc. are maintained.
- PEEPs for each vulnerable person to ensure their safe evacuation in the event of an emergency are completed.
- A sufficient number of trained fire wardens/ marshals are appointed to implement and manage the fire and emergency plans.
- A detailed Fire Safety Management Plan that clearly outlines the actions to be taken if a fire or emergency is identified or suspected, is prepared, published and maintained.

6.12.4 All Academies are no smoking sites; this includes the use and plugging in of e-cigarettes. Smokers must leave the external boundary of each site to smoke.

6.13 **First Aid:**

6.13.1 Legislation and Guidance:

- Health and Safety (First Aid) Regulations 1981.
- HSE Approved Code of Practice L74: First Aid at Work.
- EYFS Statutory Framework for Group and School Providers.

6.13.2 Trust Commitment: First Aid can save lives and prevent minor injuries from becoming major ones. The Trust recognise that employers must ensure there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

6.13.3 The Trust has a First Aid policy in place which is regularly reviewed and made available to staff

6.13.4 Each Academy must apply the following in relation to First Aid provision:

6.13.4.1 Ensure the Trust First Aid policy is followed.

6.13.4.2 Give consideration to the level and type of First Aid provision required within the Academy and also for off-site activities. This must form part of the First Aid risk assessment. When carrying out an assessment, the factors that must be considered include:

6.13.4.2.1 Any risks identified in relevant risk assessments, including WASPs and IPRA's.

6.13.4.2.2

- Any specific local risks, such as hazardous substances or machinery.
- Areas where there may be different levels of risk.
- Previous accidents, incidents and ill health.
- Number of staff, students/pupils and visitors.
- Annual leave, unexpected absence and training requirements of first aiders.

6.13.4.2.3 Staff and students/pupils with special needs and requirements.

- 6.13.4.3 Ensure that a list of staff who hold a First Aid qualification is made available, e.g. in the school office, staff room, SharePoint.
- 6.13.4.4 That a record of qualifications held by staff is maintained and that a procedure is in place to identify the need for refresher training, before qualifications expire.
- 6.13.4.5 Ensure that a sufficient number of First Aid boxes are provided around site, including for lone working and educational visits, and that there is a system in place for re-stocking.
- 6.13.4.6 Ensure that First Aid boxes are located in conveniently accessible positions around the premises, and these are clearly identified.
- 6.13.4.7 Ensure that there is sufficient provision of First Aid equipment and facilities to enable first aid to be given to staff, students/pupils and visitors.
- 6.13.4.8 Ensure that First Aid is not administered by anyone other than authorised and trained First Aiders, and only within the limitations of their training.

6.13.5 The minimum duties of all First Aiders:

- 6.13.5.1 First Aid facilities must be under their control, are available and maintained in a good condition.
- 6.13.5.2 First Aid boxes and other First Aid equipment under their control are stocked and maintained in a good condition, including replacing any damaged or out of date items.
- 6.13.5.3 They provide immediate First Aid treatment to injured or ill staff, students/pupils and visitors.
- 6.13.5.4 They always take a First Aid kit with them when evacuating the building during an emergency, as long as it is safe to do so.
- 6.13.5.5 Accidents or incidents requiring First Aid treatment are recorded within 48 hours.
- 6.13.5.6 They take a lead in accidents or incidents involving injury or ill health and, where appropriate, summon emergency services whilst ensuring ongoing communication.
- 6.13.5.7 Their training remains up-to-date, and they provide copies of their certificates to the Academy.

6.13.6 Each Academy with an Early Years setting ensures that it follows the Early Years Statutory Framework in relation to Paediatric First Aid:

“At least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.”

6.14 Gas Safety:

6.14.1 Legislation and Guidance:

- Pipelines Safety Regulations 1996.
- Gas Safety (Installation and Use) Regulations 1998.
- HSE Approved Code of Practice L56: Safety in the Installation and Use of Gas Systems and Appliances.
- HSE publication INDG238: Gas Appliances – Get Them Checked, Keep Them Safe.

6.14.2 Trust Commitment: To ensure compliance with all relevant legislation and guidance in relation to gas safety.

6.14.3 Each Academy is responsible for arranging the inspection, testing and maintenance of gas appliances and for the storing of gas servicing certificates and recommendation documentation.

6.14.4 Each Academy must ensure that:

- All gas systems, pipework and fittings are maintained in a safe condition, corrosion free and remain fit for purpose.
- Any gas system, pipework or fitting that becomes damaged, or is deemed no longer fit for purpose, must be identified and isolated, where possible, pending repair or replacement.
- Ensure gas safety checks and routine servicing is carried out, documented and maintained on each gas appliance, system, installation and flue, in accordance with the manufacturer's instructions or annually.
- Maintenance, servicing and safety checks are only undertaken by a competent and Gas Safe registered contractor or person.
- Appropriate checks must be carried out on all contractors or persons prior to authorising any gas related works.

6.15 Health and Safety Inspections and Audits:

6.15.1 Trust Health and Safety Inspections and audits can take place at any time by the COO or Trust Compliance Lead. There can also be scheduled audits by relevant H&S advisors; when scheduled key members of staff must be present.

6.15.2 Should any external requests be received for Health and Safety Inspections and/or Audits (e.g. HSE or Yorkshire Water etc.) these must be reported to the COO immediately.

6.16 Hot works:

6.16.1 Hot works permits must be agreed with the relevant contractor to ensure minimal disruption to the Academy.

6.16.2 A nominated member of staff at each Academy is responsible for ensuring that a hot work permit is completed and that, on completion of the works, the permit is retained with the contract of work for inspection by surveyors, HSE or the fire service if required.

6.17 Control of Legionella:

6.17.1 Legislation and Guidance:

HSE Approved Code of Practice L8: Legionnaire's Disease – The Control of Legionella Bacteria in Water Systems.

6.17.2 Trust Commitment: The Trust must adhere to the relevant legislation and guidance.

6.17.3 The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in individuals who inhale small droplets of water suspended in the air which contain the bacterium. Most people who are exposed to legionella do not become ill, however, consideration must be given to people who are immune suppressed.

6.17.4 Each Academy (for PFIs this will be the facilities management company) must:

- Ensure local compliance with all legionella related guidance, policies, procedures, risk assessments, schematic plans and associated control measures.
- Ensure that a risk assessment is in place which is reviewed at least every two years or when changes occur to the systems affected.
- Ensure that a maintenance programme is in place for the monitoring and prevention of legionella carried out only by competent persons or contractors.
- Ensure that staff attend suitable training, as required for each role, at intervals not exceeding three years and ensuring all training records are retained. Staff must be able to interpret monitoring reports and arrange for work to be carried out.
- Ensure records of all legionella risk assessments, schematic plans, disinfections, tests, flushing, checks and maintenance are in place and maintained and that these are retained for at least five years.
- Have in place arrangements for the regular flushing of low used outlets.

6.18 Lone Working:

6.18.1 Legislation and Guidance:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- HSE INDG73: Working Alone – Health and Safety Guidance on the Risk of Lone Working and any applicable safeguarding rules, regulations, policies and procedures.

6.18.2 The Trust recognises that there may be a requirement for staff to ‘work alone’.

The HSE definition of lone working is **“Lone Workers are those who work by themselves without close or direct supervision”**

This may include those who work in isolation on premises or areas of premises and those who work outside normal working hours, generally these will be support staff. It is acknowledged that there is generally no reason why staff should not work alone, subject to risks being assessed and appropriate control measures implemented.

6.18.3 A Lone Working Risk Assessment must be signed by anyone who is a lone worker. Staff are asked to speak to their Principal if they feel they lone work but have not been provided with a Lone Working Risk Assessment as part of the annual declaration process. Staff should take into account working outside of term-time, outside of school hours and working off-site when considering whether they lone work.

6.18.4 Consideration must be given to the following:

- Lone working is not to be permitted for any tasks involving the use or handling of plant, substances or goods that cannot be carried out safely by one person.
- Unacceptable lone working activities include working at height and manual handling of heavy or bulky items.
- Suitable emergency and first aid arrangements must be in place.
- Lone workers must receive adequate information, instruction and training.
- Suitable safe working procedures, systems of work and/or instructions must be in place for all lone working, e.g. confirmation of last person leaving site safely.
- Staff must not approach, or let into buildings, unauthorised persons when lone working.
- Staff must be familiar with the building, location of entrances, exits, first aid kits, telephone points, alarms etc. and must carry identification at all times.
- Staff must sign in and out of site.
- When lone working, site staff must carry a mobile telephone at all times.
- On attending site in an emergency situation, key holders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on site:
 - Initial arrival must be to the front of the building’s main entrance.
 - A staff member’s main priority is their personal safety. If possible, they must inform another member of staff that they are attending and leaving site.
 - If an intruder is disturbed, staff must attempt to withdraw to a safe point and not attempt to apprehend.
 - The emergency services must be alerted with the staff member then awaiting their arrival.

6.18.5 There are also times when staff may be working one-on-one with a student. In line with Child Protection and Safeguarding Policies, at these times, consideration must be given to:

- Staff must avoid arranging meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Staff must inform someone about the activity, location, likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Staff must avoid working in isolated parts of the building and leave the door open if possible so they and the student can be seen. Where this is not possible, alternative safeguards must be put in place which might include a location in which the staff member and student are visible through a window or door panel.
- Staff must avoid unnecessary physical contact, e.g. sitting too close.
- Any incident or concern which arises during a one-to-one activity must be reported to the Academy DSL immediately along with a detailed report including names, dates and times.

6.19 **Manual Handling:**

6.19.1 Legislation and Guidance:

- Manual Handling Operations Regulations (1992).
- HSE approved code of practice L23: Manual Handling.
- HSE INDG143: Manual Handling at Work – a Brief Guide.
- HSE INDG398: Making the Best Use of Lifting and Handling Aids.
- HSE INDG171: Managing Upper Limb Disorders in the Workplace.
- HSE INDG383: Manual Handling Assessment Charts (RAPP) tool.
- HSE INDG478: Risk Assessment of Pushing and Pulling (RAPP) tool.

6.19.2 Trust Commitment: The Trust must provide information, instruction and training on safe manual handling for day-to-day tasks and must, as far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

6.19.3 The term manual handling describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person, from one place to another, where there is a potential risk of injury.

6.19.4 Whilst the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and students/pupils to act in accordance with Health and Safety legislation and Trust Policy. The following practices must be applied in relation to manual handling:

- Staff are to safeguard their own Health and Safety whilst at work and also that of any person who may be affected by their actions, they must follow safe systems of work and use mechanical aids available which they have been trained to use. Staff are also expected to comply with Policy regarding suitable clothing.
- Potentially hazardous manual handling must be avoided wherever possible by either eliminating the task, using mechanical aids or adopting alternative systems.
- Where not possible, a suitable risk assessment must be undertaken with a view to reducing the risk of injury by the implementation of suitable control measures like the provision of training, instructions, safe systems of work or mechanical aids.
- When assessing risk, the task, the load, the work environment along with the individual's capacity must be considered.
- Any equipment provided to assist with moving and handling tasks must be maintained in a good condition. Defective or damaged equipment must be taken out of use until repair or disposal. No staff, students/pupils or other persons shall be permitted to use defective equipment.
- Staff and students/pupils involved in potentially hazardous manual handling must consider the task to ensure it is safe to undertake and, where equipment is to be used to assist with the task, they must carry out pre use checks of that equipment.
- No staff, student or other person shall be permitted or required to lift, move or handle any loads of objects that are beyond their individual capabilities. Assistance must be sought when lifting, moving or handling loads that are beyond individual capacity.
- An individual risk assessment must be completed for all young persons, new or expectant parents and staff with health conditions who are required to undertake manual handling tasks; this may result in the individual being restricted from undertaking such tasks.
- All staff involved in potentially hazardous manual handling must receive appropriate instruction and training to ensure that correct handling and lifting techniques are adhered to. Training must be refreshed every three years and training records must be maintained.
- All other staff are issued with a guide to good manual handling techniques each year.
- Any accidents, incidents or near misses resulting from manual handling operations must be reported and investigated in a timely manner.

6.20 **Medical Conditions and Administration of Medicine:**

6.20.1 Legislation and Guidance:

Reference to DfE Guidance documentation: [Supporting pupils with Medical Conditions at School.](#)

6.20.2 Students/pupils with medical conditions:

- The Trust has in place for students/pupils with medical conditions; please refer to this for further information.
- Students/pupils at school with medical conditions must be properly supported so that they have full access to education, including educational visits and physical education.
- Academies consult with other professionals and parents to ensure that the needs of the student with medical conditions are properly understood and effectively supported.

6.20.3 Staff with medical conditions:

- Staff with medical conditions must discuss this with the Trust HR department in the first instance to ensure that appropriate WASPS, PEEPS and risk assessments are put in place as required.

6.21 **Minibus Safety:**

6.21.1 Legislation and Guidance:

Driving School Minibuses: Advice for Schools and Local Authorities.

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>.

6.21.2 The Trust has a number of Minibuses available for transporting students/pupils. To be able to drive a minibus, all drivers must:

- Meet the relevant licensing requirements.
- Provide evidence of relevant licence information to the Trust.
- Report any licence changes to the Trust, e.g. penalty points, medical conditions or removal of licence.
- Have completed a minibus awareness training course.
- Read and abide by the Trust Minibus Information Handbook.
- Undertake the necessary safety checks before and after using a minibus.

6.21.3 Where possible, a member of staff must accompany students/pupils for supervision purposes so that the driver is not distracted.

6.21.4 Any situation where the driver is the only adult present must be approved by the Academy Principal and/or Academy DSL and the risk assessment updated accordingly.

6.22 Risk Assessments:

6.22.1 Legislation and Guidance:

- Management of Health and Safety at Work Regulations 1999.
- Health and Safety at Work etc. Act 1974.
- HSE Guidance HSG65: Managing for Health and Safety.

6.22.2 Trust commitment: The Trust recognises the importance of proportionate, effective and proactive risk management. As such, risk management must ensure compliance with the relevant legal requirements contained within the legislation and guidance above.

6.22.3 To avoid misunderstanding, a hazard, risk and control measure is defined as follows:

- **Hazard:** something that has the potential to cause harm, damage or ill health, e.g. handling a corrosive chemical, exposure to smoke inhalation from a fire, uneven flooring etc.
- **Risk:** the likelihood of the harm, damage or ill health occurring and the severity of such if it were to occur, e.g. handling corrosive chemicals without protective equipment may result in a high likelihood of spillage onto skin, causing severe and long-term chemical burn injuries
- **Control measures:** measures or actions that must be applied in order to eliminate, reduce or control the identified hazards which, without such, would result in intolerable risks and a high likelihood of harm, damage or ill health.

6.22.4 Each Academy must implement and maintain a register of risk assessments of all its activities and premises in order to eliminate, reduce or control, as far as is reasonably practicable, any harm, danger or ill health to staff, students/pupils and other affected persons.

6.22.5 Risk assessments must be completed and maintained where there are potential hazards associated with:

- Activities, processes and procedures.
- Equipment and materials.
- Premises.
- Educational Visits.
- Specialist matters.

6.22.6 All members of staff in charge of a curriculum area, with the requisite training, skills, experience and/ or knowledge, are responsible for completing suitable and sufficient risk assessments.

6.22.7 WASP or IPRA must be completed by a suitably trained person as soon as they are made or become aware of a concern, issue or hazard relating to the health, safety or welfare of any individual staff member or student.

- 6.22.8 Risk assessments must be subject to regular monitoring and review to ensure they remain valid and, as a minimum, reviewed and updated prior to or following any changes, concerns, accidents, incidents or near misses that may affect their validity.
- 6.22.9 It is the Principal's responsibility (as duty holder) to ensure that risk assessments are carried out, reviewed and adhered to through effective delegation, monitoring and enforcement.
- 6.22.10 The Principal is supported by the Trust Compliance Lead, COO and the Trust External Health and Safety Advisors in ensuring risk assessments are fit for purpose.

6.23 Site Security and Visitor Management:

- 6.23.1 The Trust want staff and students/pupils to feel safe in school. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students/pupils, visitors or contractors. If a visitor or potential intruder in and around site is uncooperative, or a member of staff feels threatened, is threatened with violence or a violent attack takes place, immediate help from the Police must be sought.
- 6.23.2 Each Academy must provide a secure environment and ensures that they:
- Receive all visitors in a secure area.
 - Record details of all visitors entering and leaving site and require all visitors to wear an identity badge whilst on site.
 - Give the right to refuse access if the identity of a visitor or contractor is unclear.
 - Have designated key-holders.
 - Engage the services of companies that monitor the intruder alarms.
 - Have CCTV in all our buildings (non-PFI).
 - Have secure perimeter fences.
 - Have access control systems in place.
 - Advise all visitors and contractors of local welfare, first aid, security and emergency arrangements including fire alarm testing schedules, whilst on site.
 - Do not leave visitors or contractors alone where there may be unsupervised children where an enhanced DBS check is not in place.
- 6.23.3 Hirers of the Academy must use plant, equipment and substances correctly and use the appropriate safety equipment. They are made aware of their obligations in relation to Health and Safety via the Trust Terms and Conditions when they submit a booking request. They are also required to submit a copy

of their Health and Safety Policy upon making a booking request and regular hirers are required to re-submit this each year.

6.24 Stress and Wellbeing:

6.24.1 The Trust recognises that stress caused either in the workplace or by external factors can occur from time to time, especially whilst working in a busy and hardworking environment. The Trust are committed to providing support and advice wherever possible when this occurs.

6.24.2 Staff can access support via SAS or via Occupational Health. If anyone feels they would benefit from support and advice in respect of their wellbeing, they can contact their line manager or the HR Manager for further advice.

6.24.3 HSE Guidance:

- INDG430: How to Tackle Work-related Stress – a Guide for Employers.
- INDG424: Working Together to Reduce Stress at Work – a Guide for Employees.

6.24.4 In addition, each Academy must ensure that:

- They comply with the Trust Grievance, Bullying and Harassment Policies. They develop and maintain arrangements to effectively manage the risk factors associated with stress at work and actively address any concerns raised by staff and students/pupils.
- Line managers, teachers and senior leaders support all staff and students/pupils to cope with the demands of their jobs and studies; and that all staff and students/pupils, under their management, understand their duties, roles and responsibilities.
- It is clear that it is the responsibility of individuals to inform their line manager, teacher or a senior leader of any ill health issues associated with stress connected with their duties.
- They do not tolerate violent, aggressive, threatening or aggressive behaviour towards staff, students/pupils, visitors or contractors whether verbal, written, electronic or physical.
- All incidents where staff, students/pupils, visitors or contractors are subject to intimidation, violence or harassment are recorded and, where appropriate, reported to the police.

6.25 Vehicle movement:

6.25.1 Legislation and Guidance:

- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Health and Safety at Work etc. Act 1974.

6.25.2 Trust Commitment: The Trust must ensure that all significant risks associated with traffic management, connected with its activities, are assessed and controlled.

6.25.3 Transport related accidents are the second most common cause of serious injuries and fatalities in the workplace and so each Academy is responsible for ensuring that:

- Adequate arrangements are in place for safe traffic management in connection with the Academy.
- Where possible, vehicle movement is away from footpaths, crossings, gates and doorways.
- All vehicle and pedestrian access routes leading to and from the Academy grounds are clearly identified, segregated and maintained in a safe condition and appropriate measures implemented to restrict vehicles and pedestrians to recognised access routes, pathways and road crossing points.
- Suitable arrangements to deal with inclement weather are implemented, to ensure that all vehicle and pedestrian routes remain in a safe condition at times when the Academy remains operational.
- Suitable traffic management arrangements in relation to the safe management of traffic and pedestrians to, from and on site are in place, including consideration of:
 - Unauthorised vehicles, which must be prevented from accessing and parking within the grounds.
 - Vehicle movements and departures related to Academy activities, which must be controlled at key times, such as student arrival and departure times.
 - Any vehicles parked within the grounds being parked only in authorised locations to allow continued safe access for others and the emergency services.
- Reasonable steps are taken by the Trust that for bus operators required to collect/ drop off students/pupils, appropriate details of the operator's licence and insurance have been checked and that drivers have had an enhanced DBS check.
- Any accidents, incidents or near misses resulting from, or associated with, traffic management must be reported and investigated in a timely manner.
- Students/pupils, staff and visitors are reminded to be extra vigilant when crossing roads near the Academy at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular students/pupils are reminded that distractions such as wearing headphones or using a mobile phone must not be engaged in.

6.26 Working at Height (including use of ladders and stepladders):

6.26.1 Legislation and Guidance:

- Work at Height Regulations 2005.

- HSE INDG401: Working at Height – A Brief Guide.
- HSE INDG455: Safe Use of Ladders and Stepladders – A Brief Guide.
- HSE INDG367: Inspecting Fall Arrest Equipment Made From Webbing or Rope.
- HSE Working at Height – Step by step Guide Diagram.
- HSE GEIS5: Fragile Roofs – Safe Working Practices.
- HSE GEIS6: Selection, Management and Use of Mobile Elevating Work Platforms.
- HSE HSG33: Health and Safety in Roof Work.

6.26.2 Trust Commitment: The Trust must ensure compliance with the legislation and guidance by ensuring that all tasks, activities and situations requiring work at height, where there is potential risk of injury, is either avoided or carried out safely by eliminating or reducing the risk of falling.

6.26.3 Work at height related accidents, such as falls from height, are the top cause of fatalities and serious injuries at work. Work at height is defined as any task, activity or situation where, if precautions are not taken, a person could fall a distance liable to cause personal injury. This involves working above ground/ floor level, e.g. on stepladders or a roof or where someone can fall from either an edge, through an opening or fragile surface, or from ground level into an opening or hole in the ground.

6.26.4 Before working at height, staff must:

- Make themselves familiar with the Working at Height presentation (available to all staff).
- Assess the risks.
- Avoid working at height where possible.
- Select the right type of equipment and ensure it is in good working order.
- Ensure they can get to and from where they need to work at height.

6.26.5 The following practices must be applied in relation to planning, assessing and managing work at height activities:

- Work at height must be avoided, where possible.
- Where not possible, the risk of falls must be prevented or minimised either by using an existing place of work that is already safe, e.g. edge protection on roofs, or using the right type of equipment for the activity.
- Activities must be properly risk assessed, planned, organised, documented and/ or supervised.
- An individual risk assessment must be completed for all new or expectant parents and staff with health conditions who are required to undertake work at height activities; this may result in the individual being restricted from undertaking such tasks.
- All equipment used in connection with work at height activities must be identified, recorded, controlled and properly inspected and maintained by a competent person. All records of statutory inspections must be maintained.

Users of this equipment have a duty to carry out pre-use checks and to report any defects or concerns immediately.

- Ladders, stepladders and step stools are only to be used for low-risk, short duration activities and tasks, on ground level and following an agreed safe system of work which must include the requirement to carry out pre use checks and the need to maintain three points of contact at all times.
- Unless authorised and competent to do so, no staff member, student or visitor may use any work at height equipment on any Trust premises.
- Under no circumstances may items not designed for work at height activities, e.g. boxes, chairs, tables or other furniture, be used for such.
- Any work at height equipment found to be damaged or defective must be immediately taken out of use and marked as such, awaiting repair or disposal.
- Work at height outdoors must not be carried out in locations or during weather conditions that could endanger the Health and Safety of any staff, student, visitor or contractor.
- All roof work must have planned safe access, safe systems of work and appropriate supervision to prevent falls from edges and openings.
- All reasonable steps must be taken to prevent objects falling from height and to reduce the risk of injuries arising from falling objects.
- Any accidents, incidents or near misses resulting from, or associated with, work at height activities must be reported and investigated in a timely manner.

7 COMMUNICATION:

- 7.1 This Policy must be made available to all employees via SharePoint.
- 7.2 New staff must be signposted to the document upon commencement as part of their induction.
- 7.3 Existing staff must be reminded of this annually and/or when significant changes are made to the Policy.
- 7.4 Safety Representatives of trade unions recognised by the Trust will be consulted on all matters of Health and Safety that may affect staff.

8 REVIEW:

- 8.1 The Health and Safety Policy will be reviewed at least every two years or after a significant event or change.