



Thomas Deacon Education Trust

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## 1 Introduction

- 1.1 Thomas Deacon Education Trust (TDET) prioritises the health, safety and welfare of all staff, students, contractors and visitors consistent with the Health and Safety at Work Act 1974 and subsequent legislation (the Management of Health and Safety at Work Regulations 1999 (MHSW) and Part 4 of the Independent Schools Standards Regulations 2014). We are committed to preventing injury and ill health through robust policies and procedures.
- 1.2 All staff have a responsibility to uphold health and safety standards. Effective health and safety practices are essential for delivering high-quality education.
- 1.3 This policy outlines TDET's approach to health and safety, including responsibilities, procedures, and organisational structure. It has been developed in consultation with staff and trade unions.
- 1.4 Compliance with this policy is mandatory and the policy is subject to annual review or sooner if required.

## 2 Organisational Roles and Responsibilities

- 2.1 Trust Members and Trustees will be responsible for the following.
  - Comply with all relevant health, safety, and welfare laws and regulations.
  - Lead in creating a culture where health and safety are prioritised.
  - Ensure health and safety standards align with educational quality standards.
  - Ensure regular review of the health and safety policy.
  - Monitor policy compliance and performance across the Trust.
  - Monitor health and safety performance at all TDET institutions.
  - Provide necessary resources to achieve health and safety goals.
  - Include health and safety on TDET Board agendas.
- 2.2 Executive Group (Chief Executive Officer (CEO), Directors and Principals) will be responsible for the following.
  - Comply with all relevant health, safety, and welfare laws and regulations.
  - Lead in creating a culture where health and safety are prioritised.
  - Act as ambassadors for health, safety and welfare provisions.
  - Develop and maintain a comprehensive health and safety policy, ensuring regular review.
  - Monitor policy compliance and performance across the Trust.
  - Develop and implement systems to manage health and safety risks as outlined in Section 3.
  - Establish processes to monitor and measure health and safety performance.
  - Report on health and safety matters to the Trust Board annually.
  - Ensure senior leadership understands the health and safety policy and their responsibilities.
  - Provide necessary resources to achieve health and safety goals.
- 2.3 Senior Leadership Teams (Managers and Heads of Departments/Houses) will be responsible for the following.

- Comply with all relevant health, safety, and welfare laws and regulations.
- Lead in creating a culture where health and safety are prioritised.
- Implement and co-ordinate the Trust's health and safety policy within their area of responsibility.
- Develop and implement systems to manage health and safety risks as outlined in Section 3.
- Ensure all staff in their department understand the health and safety policy and their responsibilities.
- Provide necessary resources to achieve health and safety goals.
- Ensure compliance with the Trust's health and safety policy, procedures, and relevant legislation.

2.4 Teachers, Support Staff, Technician, Other Employees, Students, Contractors and Visitors are responsible for the following.

- Comply with all relevant health, safety, and welfare laws and regulations.
- Understand the Trust's health and safety policy and their role in it.
- Comply with the Trust's health and safety policies and procedures.
- Cooperate with the Trust to meet health and safety obligations.
- Prioritise personal health and safety.
- Avoid endangering themselves or others from their acts or omissions.
- Report hazards immediately.

2.5 The School First Aiders are responsible for the following.

- Inform staff about students with medical needs.
- Gather information provided by parents and professionals.
- Support students with medical conditions and staff implementing their relevant health plans.
- Collaborate with healthcare professionals for student support and staff training.
- Develop healthcare plans with parents, professionals and staff.
- Administer medication according to school policy.
- Identify and deliver staff training needs with the Principal.
- Maintain accessible student records.
- Report to the Principal - or their representative - as needed.

2.6 The Health & Safety Manager is responsible for the following.

- Overseeing all health and safety matters within the academies.
- Ensuring compliance with health and safety policies and regulations.
- Overseeing completion of risk assessments and ensure implementation of control measures.
- Providing health and safety training and advice to staff.
- Liaising with external health and safety experts as needed.
- Managing accident and incident reporting.

- Collaborating with the governing body and school leadership.
- Ensuring fire safety compliance.

## 2.7 Competent Person

2.7.1 Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

2.7.2 The definition of a 'competent person' is the person who has responsibility for advising the principal and other senior managers in the discharge of their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

## 2.8 Equal Opportunities

2.8.1 In making, reviewing and implementing this policy, the school/academy's Equal Opportunities Policies must be considered.

2.8.2 The school/academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the school/academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

## 3 Arrangements

3.1 The arrangements set out in this policy demonstrate the Trust's commitment in ensuring and safeguarding the health, safety and welfare of all on its sites.

3.2 The following refers to specific systems, processes and procedures that are used to achieve the aims and objectives of this policy.

3.3 The concept of Plan-Do-Check-Act from the Health and Safety Executives (HSEs) Safety Management System (HSG65) will form the framework for implementing and measuring the success of the arrangements set out in this Health and Safety Policy.

3.4 To ensure successful implementation of this policy, all systems, processes and procedures will be underpinned by the following five guiding principles.

3.4.1 Mutual accountability, i.e. shared responsibility and teamwork.

3.4.2 Sensible risk-based approach, i.e. sensible risk management.

3.4.3 Not to be seen as reactive, but establish efficient, proactive, and pragmatic ways of delivering health and safety.

3.4.4 Consistent throughout, i.e. standardise.

3.4.5 Active and visible leadership.

## 3.5 Health and Safety Information for Employees

3.5.1 TDET is committed to preventing work-related injuries and illnesses.

3.5.2 To comply with The Health and Safety Information for Employees Regulations 1989, all Trust institutions will display an HSE 'What You Need to Know' poster around

reception. This poster provides essential safety information, including contact details for health and safety representatives.

### 3.6 Representatives of Employee Safety (RoES), Recognised Trade Union Safety Representatives, Health and Safety Committee

- 3.6.1 Health and safety is everyone's responsibility at TDET. All staff, regardless of role or department, must contribute to a safe working environment.
- 3.6.2 Health and Safety Representatives and the Committee are crucial in creating a positive safety culture. By involving employees at all levels, we can improve morale, productivity, and reduce accidents and claims.
- 3.6.3 Representatives play a vital role by understanding staff concerns, collaborating on risk management, and promoting safety awareness. Their input helps prevent incidents and creates a healthier and safer workplace and safety representatives help to manage safety risks in the workplace and can help identify and correct potential problems before an incident occurs.
- 3.6.4 TDET recognises the roles of Trade Union Health and Safety Representatives, the Representative of Employee Safety (RoES), and our legal duty to consult with employees and their representatives on all health and safety matters.
- 3.6.5 TDET recognises the value of a Health and Safety Committee. This group will:
  - Bridge the gap between management and employees.
  - Enhance safety awareness and culture.
  - Integrate health and safety into corporate priorities.
  - Share knowledge to address workplace issues.
  - Improve communication and morale.
- 3.6.6 The committee will:
  - Focus on discussion and decision-making.
  - Regularly review safety performance, incidents, and risks.
  - Recommend training and address workplace changes.
  - Meet at least termly, chaired by the Head of Operations.
  - Include representatives from all institutions, leadership, and staff.

### 3.7 Site Security

- 3.7.1 Security and safety are paramount at TDET. We are legally obligated to provide a safe working environment.
- 3.7.2 Everyone shares responsibility for site security. Unauthorised departure from premises is strictly prohibited. Serious security breaches can have severe consequences. All TDET sites must be calm, secure environments for staff, learners, and visitors.
- 3.7.3 Common site security concerns include:
  - Intruders
  - Violent, abusive or insulting behaviour, or language
  - Burglary
  - Arson
  - Vandalism
  - Intrusion to activities

3.7.4 TDET premises are private property. Visitors, including parents and contractors, must have permission to be on site. Unauthorised individuals causing disruption can be prosecuted under the Education Act 1996. In cases of persistent anti-social behavior, institutions can seek an anti-social behavior order from local authority.

3.7.5 Senior Leadership Teams are responsible for site security. They must:

- Conduct a security risk assessment.
- Develop and maintain a comprehensive security plan addressing:
- External security (fencing, gates, access, parking, signage, lighting, CCTV)
- Building security
- Internal security (office location, access, vulnerable areas)

3.7.6 The TDET Site Manager will lead the development of site security plans, supported by local Facilities and Estates teams and the Health & Safety Manager. Each institution is responsible for maintaining its specific plan.

3.7.7 Effective security focuses on prevention rather than detection and response.

## 3.8 Incident Response, Recovery, and Business Continuity Plan

3.8.1 TDET recognises that its sites may experience various incidents requiring different response levels.

- Incident: A manageable unexpected event that can be handled by staff. May involve communication with leadership or parents.
- Emergency: Overwhelms staff, requiring emergency procedures. May involve support from TDET Head Office and outside agencies.
- Critical Incident: Causes significant trauma and disruption, likely attracting media attention.
- Major Incident: Declared by police or fire and rescue service, where the relevant authorities take control. Requiring activation of the Trust's Critical Incident Management Plan.

3.8.2 A critical incident can occur unexpectedly, on or off-site, and may involve:

- Violence (assault, firearms, hostages)
- Building or infrastructure failures
- Disruptions (terrorism, bomb threats, severe weather)
- Health crises (illness outbreaks, fatalities)
- Student or staff safety concerns (abduction, injury, death)
- Transport incidents (accidents, strikes)
- Civil unrest

3.8.3 Critical incidents can profoundly impact individuals, their families, and the wider TDET community. While comprehensive preparation for every possible incident is impossible, a general plan outlining roles and responsibilities for the Initial Response Team (IRT) and Critical Incident Management Team (CIMT) is essential.

3.8.4 The Incident Response, Recovery, and Business Continuity Plan aims to:

- Initiate immediate and appropriate response.
- Coordinate necessary actions.
- Manage communication and response.
- Provide sensitive support to those affected.

- Maintain normal operations as much as possible.

3.8.5 Institutions with strong critical incident plans respond more effectively when crises occur. They offer better support and recovery.

3.8.6 Senior Leadership Teams will collaborate with TDET Head Office to develop a Trust-wide Critical Incident Management Plan linked to individual institution plans.

### 3.9 Emergency Evacuation

3.9.1 Emergency evacuation is the rapid egress or escape from a dangerous area. This may be necessary due to immediate threats like fire, explosion, or bomb threats.

3.9.2 Emergency evacuation procedures safeguard lives and property during emergencies. They outline clear actions for everyone in case of sudden threats.

3.9.3 Personal Emergency Evacuation Plans (PEEPs) are tailored for individuals who may not reach a place of safety unaided within a satisfactory period. These plans include specific instructions for using disabled refuge points, evacuation chairs, and transit wheelchairs.

3.9.4 Emergency evacuation drills are essential practice for responding to emergencies. They test procedures, identify weaknesses, and familiarise staff and students with evacuation processes. While there's no legal requirement for drill frequency, it's recommended to conduct at least one per term, considering factors like building size, occupancy, and hazard levels. These must be logged and reviewed.

3.9.5 Each TDET institution will have its own emergency evacuation procedures, including plans for individuals with impairments.

3.9.6 When sharing premises with other organisations, TDET will cooperate on developing and implementing joint emergency evacuation procedures to ensure the safety of all.

3.9.7 Senior Leadership Teams are responsible for developing and implementing emergency evacuation procedures, with the support from TDET's Site Manager and Health & Safety Manager, including PEEP plans for individuals with disabilities, and joint procedures when sharing premises. They must ensure regular emergency evacuation drills are conducted.

### 3.10 Dynamic Site Lockdown

3.10.1 Academies should implement a lockdown policy, they are legally obligated to have procedures in place to protect staff and students during serious emergencies (Regulation 8 of the Management of Health and Safety at Work Regulations 1999).

3.10.2 TDET recognises the threat of terrorism and other serious incidents is real. To protect our communities, TDET institutions should develop dynamic lockdown procedures. These plans will help safeguard staff and students in case of threats like intruders, civil disturbances, fires, dangerous animals, or firearms attacks.

3.10.3 A dynamic lockdown procedure secures a building, restricts access, and protects occupants from threats. The goal is to prevent people from entering dangerous areas and hinder attackers.

3.10.4 Each TDET institution will have its own lockdown procedures managed by the Critical Incident Management Team. Institutions with robust lockdown plans respond more effectively to incidents, providing better support and recovery.

### 3.11 Working Environment

3.11.1 TDET is committed to workplace health and safety. We comply with the Health

and Safety at Work Act and Workplace (Health, Safety and Welfare) Regulations 1992.

3.11.2 Senior leadership teams are responsible for managing health and safety on their sites, so far as is reasonably practicable. They will be supported by TDET's Site Manager, Facilities and Estates teams and Health & Safety Manager. The latter will provide guidance and support to ensure compliance across the Trust.

### 3.12 Inclement Weather

3.12.1 Inclement weather (snow, ice, rain, or high winds) can make travel extremely dangerous. This may force Trust academies to close to protect staff and students. The Trust recognises many staff live a significant distance from their place of work and severe weather can cause travel problems, leading to insufficient staffing.

3.12.2 All TDET academies must have a clear, written plan for closure. This plan should include:

- Staff roles and responsibilities
- Criteria for deciding to close (e.g., weather forecasts, travel conditions, building safety, staff availability)
- Communication procedures (when, who, how)

3.12.3 Each TDET academy's Senior Leadership Team will create and manage its closure plan. The TDET Head of Operations and Health & Safety Manager will support all teams.

### 3.13 Off-Site Educational Enrichment Visits, EVOLVE, and EvolveAdvice

3.13.1 TDET aims to promote safe and enriching educational visits, recognising their value for students and staff. Visits enhance learning and develop student skills. Whilst there is no specific legislation for school visits, the Health and Safety at Work Act requires employers to conduct risk assessments and, so far as is reasonably practicable, ensure safety during all visits.

3.13.2 All TDET Academies will follow the TDET Educational Visits Policy to ensure that risk assessments and robust visits procedures are in place.

3.13.3 All TDET Academies will use the EVOLVE system to record all visits, ensuring that planning, approval, and risk management activities are compliant with the TDET Educational Visits Policy.

3.13.4 As detailed in the Policy, TDET Academies will ensure that the following roles are in place and that staff have appropriate training to undertake their duties: Educational Visit Lead (normally, but not always, the Principal), Educational Visits Co-ordinator or Co-ordinators, Visit Leaders, Assistant Visit Leaders, Staff and Volunteers accompanying the Visit Leader and Assistant Visit Leader.

3.13.5 The TDET Health and Safety Manager, with support from the TDET Head of Operations, will provide health and safety support, visit procedural and policy guidance, will liaise with Evolve, Handsam (Health and Safety adviser) and Pharos (crisis management experts) as required and will co-ordinate with the Academy Critical Incident Management Team in the event of any incident. The Health and Safety Manager will review all overseas, residential and adventurous visits on Evolve and provide any comments to the Visit Leader and Educational Visit Lead.

3.13.6 The Educational Visit Lead will provide sign off on the Evolve system for all Visits being undertaken by their Academy.

3.13.7 The Evolve Advisor acts as Lead Approver for all overseas, residential, and adventurous educational visits and is responsible for final sign off on the Evolve system. All visits should be submitted via the Evolve system to the Evolve Advisor at least 4 weeks in advance of the visit.

3.13.8 TDET has a Critical Incident and Business Recovery Plan to respond swiftly to any emergencies during Visits. Each Academy should have a Critical Incident Management Team in place.

### 3.14 Managing Visitors and Contractors

3.14.1 TDET premises host a diverse range of visitors, including parents, volunteers, and professionals.

3.14.2 Visitors face various risks due to the building's layout and operations. While staff are familiar with these risks, visitors are not. Therefore, providing clear safety information is essential.

3.14.3 TDET recognises its responsibility for visitor safety. Senior leadership teams at each institution must have a visitor management procedure including:

- Visitor identification verification.
- Clarifying visit purpose.
- Providing safety information and instructions.
- Requiring visitors to disclose health conditions and medications.
- Signing in and out at reception.
- Visitor identification badge to be always worn.
- Providing visitor escort and supervision.
- Implementing access restrictions for unknown visitors.

3.14.4 Contractors are individuals or companies hired to perform specific tasks on Trust premises. While they offer valuable services, they also introduce new risks that must be managed.

3.14.5 TDET recognises its responsibility for contractor safety. The TDET Site Manager, with support from the Health & Safety Manager, will develop and implement contractor safety procedures for each institution and are responsible for maintaining these procedures, including:

- Job planning and risk assessment.
- Contractor selection based on safety qualifications and insurance.
- Contractor safety induction.
- Work authorisation and permits (if necessary).
- Contractor safety monitoring.
- Post-work review.

3.14.6 TDET will seek professional advice from the Local Authority on CDM-regulated projects that fall under The Construction (Design and Management) Regulations 2015 (CDM), where required.

### 3.15 Health and Safety Training

3.15.1 Health and safety training is essential for a safe workplace. It reduces accidents, improves emergency response, ensures legal compliance, and fosters a strong safety culture. TDET views training as a valuable investment, not a disruption. Training

programmes will be regularly updated to reflect changes in legislation, risks, or operations.

3.15.2 All new employees, visitors, contractors, and work placement students receive a general induction covering:

- Health and safety policy
- Legal responsibilities
- Information resources
- Accident reporting
- Near miss reporting
- Fire and emergency procedures
- Workplace hazards
- Risk assessments
- Welfare facilities
- Disciplinary procedures

3.15.3 General Health and Safety Training

3.15.4 Employees receive basic health and safety training covering topics similar to the induction, but in greater depth. Additionally, senior leaders attend training on behavioural safety and safety leadership. Employees are expected to complete assigned Health & Safety training modules in accordance with timelines set, to ensure they remain up-to-date and compliant on key topics relevant to their role.

3.15.5 Employees receive training tailored to their roles, including:

- Accident investigation
- Manual handling
- Display screen equipment (DSE)
- Hazardous substances (COSHH)
- Risk assessments and Method Statements (RAMS)

3.15.6 Specialised training, such as first aid, radiation protection, fire marshal, and statutory inspections, is provided by external experts.

3.15.7 All training programmes are regularly reviewed and updated.

## 3.16 Monitoring and Measuring of Health and Safety Performance

3.16.1 TDET uses two main monitoring methods:

- Proactive monitoring: Regular checks to ensure compliance with standards and policies.
- Reactive monitoring: Analysing past incidents to prevent recurrence.

3.16.2 Measuring health and safety performance helps track progress, identify areas for improvement, and inform decision-making. A combination of measures is needed to provide a comprehensive overview.

3.16.3 Health and Safety Management System Audit. This is a thorough assessment of an organisation's overall health and safety practices done every three years.

3.16.4 Conducted by the TDET Health & Safety Manager, it examines all aspects of the system through written questions, document reviews, staff interviews, and workplace observations. A robust audit programme provides a comprehensive evaluation of the system's effectiveness in managing workplace risks.

3.16.5 Safety Surveys are in-depth examinations of specific areas within an organisation's Health and Safety Management System, such as training or risk assessments. These surveys are conducted by the relevant staff members at their institution and supported as needed by the TDET Health & Safety Manager.

3.16.6 Safety Inspections are physical assessments of workplaces to identify hazards, risks, and unsafe conditions. They cover premises, equipment, and facilities, including fire safety, welfare, and legal requirements. Inspections are part of preventative maintenance programs and may include PUWER, pre-start checks, and equipment testing.

3.16.7 Inspection schedules are managed by each institution with support from TDET's Health & Safety Manager. Staff with the necessary competence conduct inspections.

3.16.8 TDET supports the involvement of Trade Union Health and Safety Representatives and Representatives of Employee Safety in inspections, as per legal requirements.

3.16.9 Safety Hazard Spotting Tours focus on the human element of workplace safety. Middle and Senior Leadership Teams at each institution conduct these tours to assess staff knowledge of safety procedures and demonstrate management commitment to safety. Each institution creates a tour schedule managed by a designated individual with support from TDET's Health & Safety Manager.

3.16.10 Key Performance Indicators (KPIs) will measure the effectiveness of our health and safety management system. These indicators will help us understand what's working and what isn't, allowing us to focus resources and improve safety culture.

- Leading indicators predict future performance, such as training completion, safety committee participation, and near-miss reporting.
- Lagging indicators measure past performance, such as accident rates and lost workdays.

3.16.11 We will track KPIs like training, audits, inspections, risk assessments, near misses, and accident data. Senior leaders will monitor and record this information. TDET's Health & Safety Manager will compile and report on these KPIs to Senior Management.

### 3.17 Incident Reporting and Investigation

3.17.1 TDET recognises its legal obligations to report incidents and accidents within the workplace.

3.17.2 Incident Reporting and Investigation

3.17.3 All workplace injuries must be reported to the line manager immediately. An accident report, including a statement from the injured person, is required. Line managers investigate accidents and record findings. TDET's Health & Safety Manager ensures investigation quality. Accident records are kept for three years, or until age 21 for under-18s.

3.17.4 Serious incidents (as defined by RIDDOR) are reported to the Health and Safety Executive by TDET's Health & Safety Manager.

3.17.5 While not legally required, reporting near misses is encouraged. Investigating near misses can prevent accidents.

3.17.6 Each institution manages its own incident reporting and investigation. This includes monitoring and reporting incident statistics to TDET's Health & Safety Manager. Senior leadership ensures investigation quality.

3.17.7 TDET's Health & Safety Manager analyses incident data, identifies trends, and implements corrective actions.

### 3.18 First Aid at Work

3.18.1 TDET recognises the importance of providing immediate care to injured or ill students and employees. First aid is essential for saving lives and preventing minor injuries from worsening.

3.18.2 Legal requirements mandate adequate first aid equipment, facilities, and trained personnel. The necessary provisions depend on factors such as workplace hazards, number of employees, and location. At a minimum, each workplace must have a first aid kit and a designated first aider.

3.18.3 TDET adheres to HSE guidelines for first aid training.

- Appointed Person: Oversees first aid arrangements, including equipment and calling emergency services.
- Emergency First Aid at Work (EFAW): Enables responders to handle immediate life-threatening emergencies like cardiac arrest, choking, severe bleeding, and shock.
- First Aid at Work (FAW): Builds on EFAW with advanced skills for injuries like bone fractures, chest injuries, and burns.

3.18.4 All training must be delivered by a regulated training provider. Certificates are valid for three years, with annual refreshers optional.

3.18.5 TDET extends first aid care to non-employees. Institutions will assess first aid needs and develop a First Aid Provisions Procedure. This responsibility may be shared with the medical supervisor and TDET's Health & Safety Manager.

### 3.19 Individual Health Care Plans including Managing Medications for Students

3.19.1 A child's medical condition can significantly impact their education. Each child's needs are unique. Individual Health Care Plans (IHCPs) ensure the safety and well-being of children with medical conditions in school.

3.19.2 IHCPs:

- Provide clear guidance for staff.
- Inform staff about a student's specific needs.
- Remind students to take medication as prescribed.
- Authorise school medical staff to administer emergency treatment as outlined in the plan.

3.19.3 Academies have a legal duty to support students with medical conditions. This ensures students can fully participate in school life and achieve their potential. Academies must follow Department for Education guidance on supporting students with medical conditions.

3.19.4 Parents must declare any medical conditions on enrolment forms. The Academy's medical team will assess the child's needs, create a bespoke Individual Health Care Plan, and share it with relevant staff.

3.19.5 IHCPs for children with medical conditions should include:

3.19.6 Details of the condition, triggers, symptoms, and treatment.

3.19.7 The child's specific needs, including medication, equipment, and environmental requirements.

- Support for the child's educational, social, and emotional needs.
- Arrangements for supporting the child if they cannot manage their own condition.
- Identification of staff responsible for the child's care and their training.
- Communication plan for sharing information about the child's condition.
- Procedures for medication administration and school trips.
- Confidentiality measures.
- Emergency contact information and procedures.
- Integration of the child's healthcare plan from their clinician.

3.19.8 All institutions should use the Department for Education template for creating IHCPs.

3.19.9 IHCPs for extreme allergies, epilepsy, and diabetes will be managed by NHS teams.

3.19.10 Schools must follow Department for Education guidance on medication administration.

- Medication should only be given at school if essential for the child's health or attendance.
- Written parental consent is required for children under 16, except in exceptional circumstances.
- Aspirin should not be given to children under 16 unless prescribed.
- Medication should be prescribed to be taken outside school hours when possible.
- Schools should only accept medication that is in-date, labelled, and in its original container (except insulin).
- Medication should be stored safely and accessible to children.
- Unused medication should be returned to parents for disposal.
- Controlled drugs must be stored securely, and records kept of administration.
- Staff administering medication must follow prescriber's instructions and record administration details.

3.19.11 TDET institutions will ensure that children with medical conditions can fully participate in school life. Arrangements will be in place to support children's learning and promote self-care. Staff will be trained to provide necessary support.

3.19.12 Senior leadership will develop and maintain procedures for Individual Health Care Plans, including medication management. This responsibility will be shared with the medical supervisor, heads of departments, and the TDET Health & Safety Manager.

## 3.20 Risk Assessments and Safe Working Procedures

3.20.1 Risk assessments are crucial for preventing accidents, injuries, and ill health. Employers have a legal duty to conduct them. Risk assessments identify, evaluate, and control workplace hazards. They prioritise actions to reduce risks to acceptable levels.

3.20.2 TDET uses the HSE's five-step process for risk assessments:

- Identify hazards
- Identify at-risk individuals
- Evaluate risks

- Implement controls
- Monitor and review

3.20.3 There are different types of risk assessments: generic, task-based, and specific (e.g., manual handling, expectant mothers). Special risk assessments are required for young people, expectant/nursing mothers, disabled workers, lone workers, and work placement students.

3.20.4 Each institution will have specific procedures to meet legal requirements. Safe working procedures are derived from risk assessments and outline safe methods for completing tasks.

3.20.5 TDET's Health & Safety Manager will maintain a register of risk assessments, including responsible parties and review dates. They will also provide risk assessment templates from the third-party provider and provide guidance to all TDET institutions.

### 3.21 Personal Protective Equipment

3.21.1 PPE is equipment worn to protect against workplace hazards. TDET complies with PPE regulations.

3.21.2 Senior leadership will ensure:

- PPE is provided as a last resort after other controls fail.
- PPE is compatible and effective when multiple hazards exist.
- PPE is suitable for the task.
- PPE is maintained, cleaned, and stored properly.
- Staff are trained on PPE use, risks, and maintenance.
- PPE is used correctly, and defects reported.

### 3.22 Food Safety

3.22.1 Food safety is the practice of handling, preparing, and storing food to prevent foodborne illness. This illness, often called food poisoning, is caused by harmful bacteria, parasites, viruses, or chemicals in food or drink. Symptoms include vomiting, diarrhoea, abdominal pain, fever, and chills. Most cases are mild and resolve on their own, but severe illness requiring hospitalisation or even death can occur.

3.22.2 TDET is committed to ensuring all food and drink is safe for consumption. We understand our responsibility to protect consumer health and safety.

3.22.3 Senior leadership teams will establish and maintain a comprehensive Food Safety Management System (FSMS) for each TDET institution. This system must adhere to all relevant laws and regulations.

3.22.4 TDET's Catering Manager will lead the FSMS, supported by TDET's Site Manager and Health & Safety Manager. The FSMS will cover food handling, storage, preparation, equipment, hygiene, staff training, and safety procedures.

### 3.23 Fire Safety

3.23.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO) established the modern framework for fire safety, replacing older laws and assigning responsibility to building owners for protecting people from fire. However, the RRO has been strengthened and amended by the Fire Safety Act 2021 and the Building Safety Act 2022, which must be referenced for the most current context. These updates mean we must use the latest reference. Key requirements include:

- Identifying and managing fire risks.
- Implementing measures to prevent fires, such as safe storage of hazardous materials.
- Installing alarms, detectors, and firefighting equipment.
- Developing escape routes, evacuation plans, and staff training.
- Ensuring fire safety equipment is in good working order.
- competent people to manage fire safety.
- Providing clear fire safety information and training to employees.
- Working with others if multiple parties share responsibility for a building.

3.23.2 TDET senior leadership will ensure each institution has a Fire Safety Code of Practice that meets legal requirements, including the renewed role of the Fire Brigade. While the RRO2005 placed responsibility for fire risk assessments on building owners, recent changes have reintroduced a duty for the fire service to review and advise on these assessments. TDET's Site Manager will lead the development and implementation of site codes, supported by local Facilities and Estates teams, the Health & Safety Manager, and input from fire authorities. Each institution remains responsible for maintaining its own code.

### 3.24 Electricity at Work

3.24.1 Electricity is a common but dangerous energy source. To protect people from hazards like electric shock, burns, fires, and explosions, strict regulations and standards exist. The Electricity at Work Regulations 1989 and BS7671:2018 (IET Wiring Regulations) outline safety requirements for electrical installations.

3.24.2 TDET senior leadership will ensure each institution has an Electrical Safety Management System (ESMS) that meets these standards. TDET's Site Manager will lead ESMS development and implementation, with support from local Facilities and Estates teams and the Health & Safety Manager. Maintaining specific site ESMS will be a local responsibility.

### 3.25 Control of Substances Hazardous to Health (CoSHH), Chemical and Biological Agents

3.25.1 TDET recognises that workplace activities can expose employees to harmful substances that may cause illness. While these illnesses are often not fatal, they can cause long-term health problems. Examples of harmful substances include chemicals, solvents, and biological agents like bacteria and viruses.

3.25.2 The Control of Substances Hazardous to Health (COSHH) regulations require employers to:

- Assess risks from hazardous substances.
- Implement controls to prevent or reduce exposure.
- Monitor employee health and provide training.
- Have plans for accidents involving hazardous substances.

3.25.3 TDET senior leadership will ensure each institution has a Chemical Safety Management System that complies with relevant regulations.

3.25.4 Department heads are responsible for:

- Sourcing chemicals from reputable suppliers like Chemical Business Association

(CBA) or Chemical Industries Association (CIA) members, or through CLEAPSS.

- Maintaining a chemical inventory and risk assessment for each chemical.
- Implementing safe storage, handling, and disposal procedures.
- Training staff on chemical safety.
- Ensuring only qualified personnel handle chemicals.
- Developing emergency plans for chemical incidents.

3.25.5 Local Exhaust Ventilation (LEV) systems remove harmful substances from the air to protect workers.

3.25.6 TDET will ensure each institution has a procedure for managing LEV systems to comply with regulations. TDET's Site Manager will oversee LEV management, with support from local Facilities and Estates teams and TDET's Health & Safety Manager. Regular LEV system maintenance and testing are essential.

3.25.7 Legionella bacteria can cause Legionnaires' disease, a severe form of pneumonia. While commonly found in natural water, it thrives in artificial water systems like cooling towers and hot water systems. People contract the disease by inhaling contaminated water droplets.

3.25.8 Regulations like the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, and the HSE's Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems (L8) guide the management of Legionella risks.

3.25.9 TDET will ensure each institution has a Legionella control procedure meeting these regulations. TDET's Site Manager will lead this, supported by local Facilities and Estates teams and the Health & Safety Manager. Local teams will maintain site-specific procedures.

3.25.10 Key considerations include:

- Identifying and assessing Legionella risks.
- Assigning responsibilities and providing training.
- Preventing Legionella growth and spread.
- Maintaining accurate records.

## 3.26 Asbestos

3.26.1 Asbestos is a dangerous material once widely used in building construction.

Despite being banned in 1999, it remains present in many older buildings. Asbestos exposure can cause serious, often fatal, respiratory diseases.

3.26.2 The Control of Asbestos Regulations 2012 requires building owners to identify, assess, and manage asbestos risks. This includes creating a plan to prevent exposure and training staff.

3.26.3 TDET will develop and implement asbestos management procedures for buildings where asbestos is suspected or confirmed. TDET's Site Manager will lead this process, with support from local Facilities and Estates teams and the Health & Safety Manager. Maintenance of the site procedures will be a local responsibility. Key steps include:

- Identifying asbestos-containing materials.
- Assessing the risk of exposure.
- Developing a management plan.

- Training staff.
- Regularly reviewing the management plan.

### 3.27 Gas Safety

3.27.1 Improperly installed, used, or maintained gas appliances pose risks of fire, explosion, gas leaks, and carbon monoxide poisoning. Gas is used in boilers, kitchens, and science labs within educational settings.

3.27.2 To ensure gas safety, TDET will implement a Gas Safety plan for each institution. This plan will follow guidelines from British Standards (BS 6891, BS 6172, BS 6173) and the Institute of Gas Engineers and Managers (IGEM). TDET's Site Manager will lead this process, with support from local Facilities and Estates teams and the Health & Safety Manager. Maintenance of the site procedures for gas safety will be a local responsibility.

### 3.28 Pressurised Systems and Equipment

3.28.1 Pressurised systems, such as boilers, compressed air systems, and pressure cookers, store energy that can cause harm if released unexpectedly. Hazards include impact from explosions, contact with released liquids or gases, and fire.

3.28.2 TDET will establish procedures for purchasing and using pressurised systems. TDET's Site Manager will lead this, supported by local Facilities and Estates teams and the Health & Safety Manager. Maintenance of site procedures will be a local responsibility.

### 3.29 Lifting Operations and Lifting Equipment

3.29.1 Manual handling injuries are common but can be reduced by following proper procedures. The Manual Handling Operations Regulations (MHOR) and Lifting Operations and Lifting Equipment Regulations (LOLER) outline safety requirements for handling and lifting tasks.

3.29.2 TDET will develop and implement procedures for safe manual handling and lifting operations that use lifting equipment. TDET's Site Manager will lead this process, supported by local Facilities and Estates teams and the Health & Safety Manager. Each institution will have specific procedures tailored to its needs.

3.29.3 Key points include:

- Avoiding manual handling where possible.
- Using mechanical aids when necessary.
- Properly maintaining lifting equipment.
- Training staff in safe lifting techniques.

### 3.30 Display Screen Equipment

3.30.1 Display screen equipment (DSE) use is common in workplaces. The Health and Safety (Display Screen Equipment) Regulations protect users from DSE-related health issues.

3.30.2 TDET will ensure DSE workstations meet regulatory standards and employees receive necessary training and eye tests. Senior leadership within TDET institutions will assess DSE workstations and implement improvements as needed. The Health & Safety Manager will provide guidance and support.

### 3.31 Manual Handling

3.31.1 Manual handling is a common cause of workplace injuries. The Manual Handling Operations Regulations (MHOR) require employers to minimise manual handling risks. This includes avoiding manual handling when possible, assessing risks, and providing training.

3.31.2 All employees must follow safe manual handling practices in line with SmartLog training.

3.31.3 The TDET Health & Safety Manager will:

- Provide guidance and support for manual handling risk assessments and safe working practices in line with SmartLog training.

### 3.32 Work at Heights

3.32.1 Falls from height are a leading cause of workplace injuries and deaths. The Work at Height Regulations 2005 require employers to prevent falls by planning and managing work at height safely. This includes using proper equipment and training staff.

3.32.2 Institutions within TDET will ensure all work at height is managed safely. This includes avoiding work at height when possible, using proper equipment, and training staff.

### 3.33 Work Equipment

3.33.1 Work equipment includes tools, machinery, and office equipment. It can cause injuries from contact, entrapment, impact, entanglement, or ejection. Additionally, work equipment can contribute to health issues like hand-arm vibration, noise exposure, and musculoskeletal disorders.

3.33.2 Regulations like the Supply of Machinery (Safety) Regulations 2008 and the Provision and Use of Work Equipment Regulations 1998 govern the safe use of work equipment.

3.33.3 TDET will implement procedures for purchasing, using, and maintaining work equipment. This includes equipment inspections, safety checks, and employee training. Facilities and Estates will manage powered equipment, while departments will manage hand tools.

### 3.34 Ionising Radiation

3.34.1 Radioactive materials can be harmful if not handled properly. The Ionising Radiations Regulations 2017 (IRR17) require employers to manage radioactive substances safely.

3.34.2 Some TDET Academies use low-level radioactive sources for educational purposes. These academies must follow strict safety procedures to protect staff and students.

3.34.3 The Consortium of Local Education Authorities Providers of Scientific Services (CLEAPSS) offers radiation protection advice through a scheme by the Local Authority (LA). They will assist in appointing a competent Radiation Protection Officer (RPO) to oversee radioactive materials on-site.

3.34.4 TDET will ensure the appropriate institutions participate in the CLEAPSS RPA scheme and appoint competent RPOs. The TDET Health & Safety Manager will monitor compliance.

### 3.35 Driving at Work (TDET Vehicles, Minibuses, Private Vehicles, and Drivers)

3.35.1 Driving at work is a significant safety risk. Thousands of accidents occur annually involving employees driving on company business. TDET recognises its responsibility to protect both employees and the public from these risks.

3.35.2 To achieve this, TDET will ensure all drivers comply with relevant laws and regulations, including being medically fit, licensed, and trained. We will also prohibit mobile phone use, drug and alcohol consumption while driving, and maintain vehicles in good condition.

3.35.3 TDET will develop and implement driving policies and procedures for all employees who drive for work. This includes ensuring vehicles are roadworthy, insured, and driven safely. Employees must hold valid driver's licenses, be medically fit to drive, and follow safe driving practices.

3.35.4 Minibuses offer valuable opportunities for students, but their operation requires careful consideration. Staff cannot be compelled to drive a minibus unless it's part of their job description. However, any staff member who volunteers or is required to drive a minibus is responsible for its roadworthiness and must adhere to TDET's health and safety policies.

3.35.5 TDET defines social purposes as non-commercial activities like school trips or sports events.

3.35.6 Commercial use involves payment for passenger transport, whether direct (fares) or indirect (payment linked to the travel option). Profit is irrelevant. Non-commercial use occurs when students aren't obliged to pay for transport.

3.35.7 Drivers can be reimbursed for out-of-pocket expenses related to minibus use (fuel, parking, tolls). No other payment for driving is allowed.

3.35.8 If driving is part of a teacher's contract or they receive additional payment (beyond reimbursement), they are considered paid drivers and require a full D1 or D license. If neither applies, a Category B license may suffice for voluntary driving under specific conditions.

- Minibus Safety: Drivers are responsible for minibus roadworthiness and must conduct pre-trip checks. Regular maintenance, insurance, and adherence to safety procedures are essential. MiDAS training is recommended.
- Minibus Use: Procedures for requesting and using minibuses should be established, including driver qualifications, vehicle inspections, and emergency plans.
- Roles and Responsibilities: Senior leadership oversees minibus management, delegating tasks to relevant staff. Schools should have Critical Incident Management Teams for emergencies.

### 3.36 Letting School Premises

3.36.1 TDET encourages schools to offer facilities for community use to benefit students, parents, and the local community. This can generate additional income and strengthen school-community ties.

3.36.2 Key considerations:

- Facility suitability for intended use.
- Clear rental terms and conditions.
- Comprehensive insurance coverage.

- Thorough risk assessments for safety.
- Background checks for hirers.
- Compliance with relevant regulations and licenses.

3.36.3 TDET will develop procedures for facility rentals, including application processes and security measures. Facilities and Estates, along with Health and Safety, will oversee implementation.

## 4 Academy Policies Library

4.1 Enclosed is a link to the [Thomas Deacon Education Trust policies and procedures](#). All documents held here are implemented across the Academies within the Trust.

## 5 Monitoring Arrangements

5.1 This policy will be reviewed annually, or sooner if deemed necessary by the TDET Health & Safety Manager