



TRUE LEARNING

PARTNERSHIP

Health and Safety Policy	
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The Policy will be reviewed in annually unless operating experience and/or changes in line with legislation require an earlier review.

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Statement of intent

True Learning Partnership ('the Trust') acknowledges that all of its employees and pupils are entitled to work and learn in a safe environment. In the same way, volunteers, contractors and visitors should be confident that the Trust is fully committed to the highest standards of health and safety within our premises. This commitment will be shared by each of our headteachers and local governing bodies, who will, in turn, ensure that each school's Health and Safety procedures will be applied rigorously and consistently.

We expect all our employees to remain vigilant with regard to health and safety and to report any concerns immediately so that any necessary action can be taken quickly and effectively.

This policy has been approved by the Board of Trustees and will be formally reviewed annually.

1. Key objectives

- Ensure that there is clear coherence and consistency in the requirements, expectations and implementation of health and safety policy documentation across the Trust;
- Ensure that all employees understand and implement the Trust's Health and Safety Policy, alongside any additional guidance as specified in policy documents relevant to the particular context of an individual school;
- Promote awareness of health and safety so that best practice is fully embedded in the day-to-day life of each school within the Trust.

2. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Health and Safety (First-Aid) Regulations 1981
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Terrorism (Protection of Premises) Act 2025 (commonly known as "Martyn's Law")
- Children's Wellbeing and Schools Bill

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Schools and education'
- DfE 'First aid in schools, early years and further education'
- UK Health Security Agency 'Health protection in children and young people settings, including education'

3. Roles and responsibilities

3.1 Trust Board and CEO

- The Trust Board and CEO will take overall responsibility for overseeing health, safety and welfare matters and will ensure that resources and training are provided as necessary.
- The CEO will advise members of the Board of any areas of health and safety concern which may need to be addressed by the allocation of funds.
- A member of the Board will be designated with key responsibility for health and safety across the Trust.
- In addition to the Trust's Health and Safety Policy being reviewed annually, the implementation of the policy within schools will also be reviewed and reported on by the Board annually.

3.2 Local Governing Bodies

- The LGB should ensure that the headteacher meets their responsibilities as detailed in the Health and Safety Policy.
- Health and safety should be a standing item on the agenda for meetings of the LGB. Any relevant issues identified by the LGB should be communicated to the Trust Board member with responsibility for health and safety so that this information can be disseminated to the Board as a whole.
- The LGB has a role in ensuring that a positive health and safety culture is established and maintained within the school.

3.3 Headteachers

- Within each school, the headteacher has overall responsibility for overseeing the implementation of the Health and Safety Policy.
- The headteacher should ensure that suitable and sufficient risk assessments of activities are undertaken, and a written record of assessments is kept.
- The headteacher should ensure that information and advice on health and safety, including information arising from health and safety inspections, is acted upon and communicated to staff and LGB members. An annual health and safety report should be provided to the LGB.
- The headteacher should ensure that staff are provided with suitable equipment and resources to enable them to undertake their work safely.
- The headteacher should ensure that staff within the school who have delegated health and safety responsibilities (e.g. premises, staff, first aiders and fire wardens) are competent and receive appropriate training.
- The headteacher should ensure that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- The headteacher may choose to delegate duties associated with these responsibilities to other senior members of staff. However, the delegation of duties does not relieve

the headteacher from the overall day to day responsibilities for health and safety within the school.

3.4 Heads of department/curriculum areas

In addition to the points set out in the section 3.7 below, heads of department/curriculum areas are responsible for implementing the Health and Safety Policy within their department or area of responsibility. They should ensure that:

- Risk assessments are undertaken for activities that take place within the curriculum area
- The learning environment is monitored on a regular basis to make sure that it is safe
- Rules for safe work and procedures are clearly defined, documented and communicated to all concerned
- All accidents and near misses occurring within the curriculum area are promptly reported and recorded
- All staff working within the curriculum area are aware of their specific roles in case of fire/emergency
- The Business Manager/site team is informed of any equipment or appliance which may be unsafe
- Adequate levels of class supervision are in place at all times.

3.5 Class teachers

In addition to the points set out in the section 3.7 below, class teachers are responsible for:

- Supervising pupils effectively to promote safe working practices
- Understanding and acting on **health and safety procedures, including** emergency procedures
- Assessing risk within their own classrooms and carrying out any necessary measures to mitigate risk
- **Reporting health and safety concerns to the Business Manager/Site team**

3.6 ~~Site managers~~ Business Managers and Site Teams

Business Managers and Site teams ~~Site managers~~ are responsible for ensuring that:

- Safe means of access and exit are maintained
- The premises are kept clean
- Safe working practices are in place for when contractors are on site
- Suitable security arrangements are maintained
- Suitable fire safety arrangements are implemented
- Portable electrical equipment is regularly tested and maintained safely
- Systems are in place to manage asbestos (where necessary) and control legionella
- All accidents and incidents are recorded, reported and investigated
- Regular inspection of the premises and facilities take place
- **Statutory compliance testing is up to date**
- **Risk assessments are carried out and adhered to**
- A copy of the Health and Safety Law poster is displayed in a suitable location.

3.7 All employees

'All employees' refers to any person employed by the Trust or its schools, who have any contract of employment. This includes full and part-time staff, temporary staff, supply staff and volunteers.

- Employees are responsible for familiarising themselves with and complying with the Trust's overall Health and Safety policy and any additional aspects of health and safety practice that are specific to a particular school, as outlined in the school's own policy.
- All employees should take reasonable care for their own health and safety at work and that of other persons who may be affected by their actions
- Employees should report any serious or immediate danger that they become aware of to the Business Manager and/or Headteacher
- Employees should report any defects in equipment/resources as soon as they become aware of these
- Employees must follow all relevant codes of safe working practices.

3.8 Pupils and parents

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- All pupils must be made aware of the importance of following safe working practices and following the school's rules for staying safe.
- Pupils must follow instructions issued by any member of staff in an emergency situation.
- Pupils should be aware of the need to inform a member of staff of any situation which may affect their safety or that of any other person.

3.9 First aiders

- First aiders are responsible for the administration of First Aid, up to but not exceeding the level of training they have received.
- They should ensure that any accident or incident and the treatment given is reported via the appropriate forms/systems.

3.10 Fire leads/Fire wardens

- Fire leads within a school are responsible for appointing fire wardens and liaising with the headteacher and/or appropriate senior leader to ensure that appropriate training is arranged
- Class teachers will act as temporary fire wardens during fire drills or evacuations. They are responsible for ensuring that pupils evacuate their classroom (including 'breakout rooms' where relevant) and follow the specified route out of the building.

3.11 Staff Health and Safety representative

- Health and Safety legislation allows for the appointment of trade union safety representatives from employees. When such an appointment is made, the responsibilities of the Health and Safety representative will include the following:
 - to investigate potential hazards and to examine the causes of accidents in the workplace;
 - to investigate complaints by any employee that they represent with regard to that employee's safety at work;
 - to make representations to the headteacher on general matters affecting the health, safety and welfare of employees;
 - to carry out workplace health and safety inspections
 - to co-operate with employers in promoting health and safety at work.

3.12 Contractors

- Contractors will agree health and safety practices with the Business Manager/Site team before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. **A permit-to-work will be required for high-risk or non-routine activities where additional control, authorisation and coordination of risk is necessary. The decision to implement a permit-to-work shall be based on a suitable and sufficient risk assessment.**

3.13 Third parties – lettings and hire of facilities

- The Trust Health and Safety policy, in conjunction with the procedures for individual schools, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.
- The school is responsible for checking that the third-party organisation has suitable insurance in place and that there is a clear understanding of liability should damage occur to the premises which may subsequently impact on the safety of the environment for school staff and pupils.
- **The responsibilities of hirers are detailed within the Lettings Policy and Terms and Conditions of Hire.**
- **Whilst day to day short term lettings remain under the operational oversight of the Trust, third-party entities operating under a formal lease agreement hold autonomous legal responsibility for the health, safety and regulatory compliance of their dedicated areas and facilities, as defined within their specific lease.**

4. Accidents, incident and near miss reporting

All accidents involving staff, students and visitors must be recorded appropriately, as per the school's current accident reporting procedure (N.B. all schools are currently transitioning towards electronic reporting via the Smartlog system).

- Investigations must be completed relating to accidents, incidents and near misses and, where applicable statements and photographs taken and recorded.
- The Trust complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and ensures that all reportable incidents are identified, recorded, and notified to the relevant enforcing authority within statutory timescales. This includes

specified injuries, work-related illnesses, dangerous occurrences, fatalities, and incidents involving pupils or members of the public where required. See also Section 31 – Reporting to the Health and Safety Executive.

- Information about injuries to a pupil should also be kept in the pupil's educational record.
- Records held in the first aid and accident records will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- A risk assessment has been carried out for violence at work and lone working – separate policies and procedures are in place.

5. Administration of medicines

- Medication is only administered to students when the parental consent form has been completed.
- For administration of over-the-counter non-prescription medications contact will be made with parent for permissions.
- The medicine will be administered by nominated member of staff for each student and appropriate records kept.
- Medicines are only administered during school core hours when they are prescribed by a student's GP or other relevant medical professional.
- Medications must be kept in a locked secure cupboard.
- The only exceptions to this are asthma medication and 'EpiPen's' (following discussion with parents) which may be kept in appropriate locations, out of reach of other students.
- The doses administered during the school day are to be kept to the minimum e.g. a course of antibiotics requiring four doses a day – only one dose (lunchtime) will normally need to be administered at school.

6. Allergens and anaphylaxis

- The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.
- Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the school with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.
- The Trust will ensure that caterers meet all required legislation and guidance in relation to allergies.
- Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

7. Asbestos

- Schools and other buildings occupied by the Trust will comply with their duties to control asbestos by:
 - establishing if asbestos is present by employing a specialist contractor
 - making a record of the location, type and condition of the asbestos

- assessing the risk of anyone being exposed to the asbestos
- having a plan on how to manage these risks
- putting the plan into action, monitoring it and keeping it up to date
- providing information to anyone who might work on or disturb the asbestos
- only having asbestos removed by a licenced contractor

8. Cleaning of Blood and Bodily Fluids

- The Trust has procedures in place for the safe cleaning and disposal of blood and bodily fluids. Appropriate personal protective equipment (PPE) is provided and must be used, and cleaning is undertaken using approved disinfectants. All waste is disposed of in accordance with Trust procedures to minimise risk of infection.

9. Construction and maintenance work (including control of contractors)

- The Trust will restrict the employment of contractors and other service providers to those where there has been sufficient vetting of the contractor's competence and safety management.
- Where construction or maintenance work is being carried out on site, school site teams will agree with contractors or service providers that appropriate health and safety plans are in place.
- 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 and visitors to the school.
- No contractor may undertake work on the school site without a pre-meeting with the school site lead other than in an emergency (e.g. fire, flooding) or to make safe following theft / vandalism.
- The school site lead must be satisfied that the contractor understands the potential hazards created or introduced by their work on our premises, including the location of asbestos, has appropriate insurance cover and can work in line with safeguarding procedures.
- Each contractor must produce documentation relating to
 - insurance,
 - enhanced DBS,
 - method statement and risk assessment.
 - Contractors with no DBS, but with documentation to service equipment, must be supervised at all times.
 - Where appropriate, work permits will be issued to contractors undertaking high risk works i.e. roof work.
- Contractors or service providers will be aware of the Health and Safety Policy in place at the school and will be required to integrate the requirements of the policy into their safety plans.

A pre-start meeting will be held between representatives of the school and the contractor, or service provider, before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

In line with the Construction Design and Management (CDM) regulations 2015, the Trust will appoint and co-operate fully with the principle contractor and principle designer as and when appropriate.

10. Control of hazardous substances (COSHH)

- The use of hazardous substances in school will be kept to minimum.
- The school site lead will complete a COSHH assessment for all hazardous substances used on site relating to premises management.
- Curriculum leads (with appropriate support from senior leaders and site teams) will complete a COSHH assessment for all hazardous substances used on site relating to curriculum areas i.e. DT, Science and Art.
- The associated procedures and control measures will be funded and enforced.
- Equipment, materials and hazardous chemicals must be stored in the appropriate storage containers and areas.
- All containers must be labelled with the correct hazard sign and contents label.
- Managers must consider storage life when ordering new supplies.
- Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH assessments must be kept in a readily accessible place and saved to appropriate system.
- The Trust will ensure that a suitably qualified employee is appointed as the School's Radiation Protection Supervisor (secondary schools only).

11. Display screen equipment

- All staff using computers, laptops, tablets on a regular basis and / or as part of their working routines including homeworking will be required to carry out workstation self-assessments.
- Members of staff provided with portable devices (e.g. laptops, tablets) will be issued with the current Trust guidance on their use.

12. Educational visits

- **Each school will appoint a fully trained Educational Visits Coordinator (EVC) to check and monitor educational visit arrangements.**
- All off site visits will be subject to risk assessment and approval mechanisms and the advice of the Educational Visits Coordinator will be closely followed.
- EVOLVE will be used to ensure effective trip / visit planning including approval
- Risk assessments and up to date safety information must be obtained from external activity providers and contractors i.e. coach, minibus, taxis.

13. Electrical Equipment

- Schools must adopt a routine cycle of maintenance and testing of fixed wiring, electrical installations. Portable equipment (PAT testing) is carried out in accordance with a cycle agreed in a risk assessment.
- Users of portable equipment should undertake a visual check before each use.
- This includes laptop trolleys and in particular, an inspection of their mains power cables for damage.
- Portable equipment brought into school by staff should not be used until it has been PAT tested, unless it is brand new and marked with the appropriate CE mark.
- It should then be included in the appropriate risk assessment. Users of portable electrical equipment are responsible for the safe management of any trailing cables.
- All electrical equipment must be used only for its intended purpose.

14. Emergency / crisis planning and response

- In the event of an emergency such as a pandemic, flood or adverse weather; Business Continuity Plans, and related procedures are in place across the Trust to respond to such incidents. Reference should be made to the Trust Business Continuity and Critical Incident Policy.

15. First aid provision

- The Trust arranges first aid training for staff including paediatric first aid.
- Schools carry out first aid risk assessment to ascertain the required number of first aiders and the location /number of first aid kits.
- First aid kits are held at various locations throughout the individual schools within the Trust and are regularly checked.
- Portable first aid kits are taken on educational visits.
- A qualified first aider will be present on educational visits where the level of risk has been identified as requiring a qualified first aider to be present. EVCs will confirm requirements for each visit.
- Defibrillators are located at some of the schools within the Trust and registered with the NHS.

16. Gas Safety

- There is a significant risk to everyone in the building in the event of a gas leak.
- Staff using gas appliances should take special care to check the equipment before during and after use.
- Gas installation and appliances will be regularly inspected and maintained by Gas Safe certified contractors.

17. Infection Prevention and Control

- The Trust is committed to preventing and controlling the spread of infection within its schools. Reasonable and proportionate measures are implemented to reduce the risk of transmission, including hygiene practices, cleaning regimes, risk assessments, and staff guidance. Infection control arrangements are reviewed and adapted in response to public health advice.
- To help reduce the spread of infection, all members of the Trust community are encouraged to follow respiratory hygiene practices. Coughs and sneezes should be covered using a tissue or the crook of the elbow, tissues should be disposed of hygienically, and hands should be washed or sanitised immediately afterwards.
- Effective hand hygiene is promoted across all schools as a key infection control measure. Pupils, staff, and visitors are encouraged to wash their hands regularly using soap and water, particularly after using the toilet, before eating, after coughing or sneezing, and following contact with bodily fluids or contaminated surfaces.

18. Infectious disease

- Any suspected infectious disease must be reported to the Head Teacher, who will contact the Trust central team for advice.
- During a Coronavirus outbreak, the Trust will ensure that the Coronavirus Risk Assessment is updated, and details control measures put in place to mitigate the transmission of Coronavirus.

19. Invacuation and lockdown

- All schools will have documented procedures in place for invacuation and lockdown of the premises.
- All staff will receive training and practice drills will take place at least annually.

20. Fire: general guidance

- This section applies to all Trust premises. Any additional context-specific guidance relating to individual schools will be included in their separate policies.
- Emergency exits, assembly points and assembly point instruction will be clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations will be practised at least once per term (three times per annum)
- Fire alarm testing will take place regularly.
- New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.
- In the event of a fire:
 - The alarm will be raised immediately by whoever discovers the fire. Emergency services will be contacted, and evacuation procedures will begin immediately.
 - Fire extinguishers may be used by staff who are trained in how to operate them and are confident that they can use them without putting themselves or others at risk. It is particularly important that the correct type of extinguisher is used.

- Staff and pupils will congregate at the assembly points.
- Designated staff will take a register of pupils which will then be checked against the attendance register for that day
- A designated person will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have special arrangements in place for the evacuation of people with mobility needs and risk assessments will also pay particular attention to those with disabilities.

21. Higher Risk Curriculum Areas

- The Trust recognises that certain curriculum areas present a higher level of inherent risk due to the use of specialist equipment, machinery, tools, chemicals, heat sources, or practical activities. These areas include, but are not limited to, Science, Design and Technology (D&T), Food Technology, Art, and Physical Education.
- The Trust requires that all such activities are subject to suitable and sufficient risk assessment, which must be proportionate to the level of risk and integrated into schemes of work, lesson planning, and daily practice. Staff must consult relevant guidance and model risk assessments (for example, those provided by CLEAPSS or equivalent competent bodies), and adapt these to reflect the specific circumstances, equipment, environment, and needs of pupils.
- Curriculum leads are responsible for ensuring that appropriate risk assessments are in place, regularly reviewed, and effectively communicated to all staff and technicians within their area.
- Staff delivering practical activities must be competent, appropriately trained, and ensure that control measures are consistently implemented, monitored, and enforced.
- The Trust also expects that:
 - Appropriate supervision levels are maintained at all times;
 - Equipment, machinery and substances are used in accordance with safe systems of work;
 - Personal protective equipment (PPE) is provided, maintained and used where required; and
 - Any incidents, near misses, or emerging risks are promptly reported and used to inform ongoing risk management.

22. Housekeeping

- The school's site teams have overall responsibility for cleaning standards. Where daily cleaning is outsourced, the standard required is laid down in the cleaning specification and will be monitored by the site team.
- School site leads will monitor the efficiency of the waste collection service.
- Separate provision for the collection and disposal of laboratory materials (chemicals, broken glass etc.) is arranged by the Head of Department with support from the school site team.

- Clinical waste and normal refuse collection is arranged by the school's site lead.
- The tidiness of all parts of the school must not compromise health and safety particularly with regards to slips, trips and falls and safe access and egress.

23. Legionella

- Where appropriate, the estates team undertake temperature monitoring as part of the legionella testing, as required.
- Flushing is completed where there is limited use and widespread flushing is completed during the holiday periods.
- Water tanks are tested for Legionella by approved contractors.
- Approved contractors provide advice and assist with the preparation of the Trust's legionella risk assessments and also sample water as per the risk assessment.

24. Lone Working

- Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy.
- Risk assessments will be carried out for lone working.
- Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies and risk assessments prior to being allowed to undertake lone working.

25. Manual handling

- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely
- Risk assessments / management processes are in place for manual handling and relate to estate services, science, DT etc.
- Students and staff must only lift equipment and furniture within their own individual capability.

26. New and Expectant Mothers

- The Trust undertakes specific risk assessments for new and expectant mothers and takes appropriate action to reduce risks to health and safety.
- Adjustments to duties, working conditions, or hours will be made where reasonably practicable to protect the employee and their child, in line with statutory requirements.

27. Occupational stress and staff well-being

- The Trust is committed to providing high levels of health and wellbeing. Trust board members, governors and senior leaders recognise the importance of identifying and reducing workplace-related stress through risk assessment.

- We have an employee assistance programme available to all employees which includes a free and confidential service 24/7 for employees and their immediate families that includes, short-term counselling, legal advice, and financial guidance. It also includes access to an online health portal and wellbeing support which includes webinars, podcasts and mini health checks to support a proactive approach to health and wellbeing.
- The Trust offers an occupational health service and employees are referred to this service through either self, or manager referral to provide advice and guidance to both the employee and to the employer in how to effectively support the employee within the workplace.

28. Plant and equipment (including inspection and testing)

- The following equipment will be part of a documented programme of planned inspections by approved inspectors or an appropriately trained member of staff:
 - heating boilers – gas safe certificates
 - legionella (hot water temps, holding tanks, shower heads)
 - fire alarm system – main system, emergency lighting, smoke / heat detectors, call points, fire door release mechanisms
 - fire extinguishers / blankets
 - burglar alarms
 - portable electrical equipment
 - mobile elevating work platforms (MEWPS)
 - passenger lifts and hoists for disabled persons
 - sports equipment – climbing wall / trampoline, horse, fixed gymnasium equipment
 - Five Year electrical test – note: the duration between tests is not always 5 years dependent on the state of the system being checked and it can be from months to 5 years dependent on the electrician's findings
 - minibus and/or van – MOT, service and weekly visual checks
 - mowers – servicing
 - autoclave
 - radiation storage unit
 - kitchen and classroom appliances – gas safe certificate
 - drinking water dispensers
 - fume cupboards and other extraction systems - all electrical appliances
 - workshop equipment, e.g. lathes, kilns
 - ladders
- Schools are responsible for identifying any additional equipment to the above which should be subject to regular testing or inspection.
- **The Trust ensures that all statutory testing, inspections, and maintenance checks required to keep its premises safe and compliant are carried out at the prescribed intervals by competent persons.**
- Records of all statutory testing and remedial actions are maintained, monitored centrally where appropriate, and reviewed to ensure legal compliance and the continued safety

of staff, pupils, and visitors across all Trust premises. N.B The Trust is currently moving towards the use of Smartlog across all schools to record and monitor compliance.

- Protective clothing / gloves / masks / helmets and suitable footwear must be provided and used by technicians and estates staff, when required.
- Staff and students must be provided with, and use, protective glasses / eye shields in all workshops and laboratories.
- Visitors must be provided with protective clothing, as appropriate.
- Contractors are expected to provide their own PPE.
- Students and staff operating machinery must have received instruction and training prior to use.
- Training for staff must be updated every three years and appropriate risk assessments undertaken, where appropriate.
- When new equipment is purchased, it is the responsibility of the Head of Department, with assistance from the site lead at each site as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements

29. Playground equipment and Playground supervision

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made, (by the Head Teacher / Deputy Head Teacher) recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- Annual inspection of PE equipment is completed by an appointed competent qualified company.
- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

30. Procedures for Those Vulnerable to Infection

- The Trust recognises that some individuals may be more vulnerable to infection due to medical conditions or treatments. Reasonable adjustments and additional control measures will be considered where necessary following appropriate consultation, risk assessment, and advice from medical or occupational health professionals.

31. Risk Assessments

- Health and safety in a school is about taking a sensible and proportionate approach with practical control measures to reduce or eliminate risk and suitable and sufficient assessment of risks from workplace hazards.
- Risks must be formally assessed and recorded to allow for effective action and review and a register of risk assessments must be in place to evidence and support this approach.

- Risk assessments are live documents and subject to update at any time from monitoring of controls and working as planned but must be formally reviewed when there has been significant change in related matters or if a risk is no longer valid and should be removed.

32. Reporting to the Health and Safety Executive

- The headteacher will ensure that records are kept of any accident that results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,5,6 and 7). These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
 - Death
 - Specified injuries. These are: fractures, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns, including scalding; any scalding requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days
 - Where an accident leads to someone being taken to hospital
 - A 'near-miss' incident that does not result in an injury but could have done. Examples of near-miss events relevant to schools include but are not limited to the collapse or failure of load-bearing parts of lifts and lifting equipment; the accidental release or escape of any substance that may cause a serious injury or damage to health; an electrical short circuit or overload causing a fire or explosion.
- Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>

33. Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings must only be used in the event of emergencies, or as access to the playground as appropriate, but must be kept secure at all times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the 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 and bona-fide visitors and contractors.
- Staff will be required to wear their identification badges at all times and, if safe to do so, these must be visible at all times.
- Site security risk assessments will be carried out for all sites and appropriate controls implemented to mitigate risks.

34. Severe weather

- The school will act in accordance with the Adverse Weather Policy and Risk Assessment where the weather could pose a risk to individuals on school site.
- The headteacher will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the CEO will be promptly informed.

35. Slips, trips and falls on the level

- Precautions such as a regime of cleaning, are in place to prevent slips and trips on wet or contaminated floors.
- Precautions will be taken to ensure surfaces are kept safe during periods of ice or snow i.e. absorbent floor mats near entrances.
- Premises will be suitably maintained and well-lit to prevent slips and trips on loose floor coverings, trailing leads or other obstructions on the floor.
- In areas of higher risk, such as food preparation, flooring will be provided that is suitable for the environment.

36. Sharps

- For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.
- Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:
 - During school-based vaccination programmes
 - Where an individual within the school requires injections to manage a health condition
 - Where a pupil brings a sharp into the school
 - Where glass is broken within the school, or broken glass is found on or around the school premises
 - Where drug paraphernalia, e.g. needles, is found on or around the school premises
- Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.
- The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.
- Where a sharp is found, the nearest staff member will move all pupils away from the area to prevent accidental injuries and will guard the sharp while alerting a trained staff member to bring the sharps retrieval kit.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school’s sharps bin.

37. Smoking

- The Trust operates a no-smoking policy across all its premises and grounds. Smoking, including the use of e-cigarettes and vaping devices, is not permitted in buildings, vehicles, entrances, or outdoor areas under the Trust's control. This policy applies to all employees, pupils, visitors, and contractors and is enforced to promote a healthy and safe environment.

38. Training

- Health and safety training needs are assessed as part of an individual's annual performance appraisal.
- Training needs may also be identified as part of a risk assessment process.
- Role specific training needs are identified and, where applicable certified; and in-house training is arranged.

39. Visitors to individual school sites

- In line with visitor procedures for safeguarding, all visitors to school must sign-in at the main reception and show a form of identification such as a passport or driving license. Visitors without identification must be met at reception by the member of staff they are visiting.
- Visitors must be collected from main reception by the member of staff concerned or escorted to the appropriate area of the school.
- Visitors attending open evenings, performances and other similar events are not required to sign-in or show identification as such events are low risk and visitors will not be left unsupervised with students as there are lots of adults in attendance. Risk assessments will be carried out for such events.
- Hirers of school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking. For further details, refer to the Lettings Policy.
- Whilst on site, all visitors and contractors must wear a school visitor's badge, which must be visible. Temporary teaching staff on cover duties will be required to indicate their presence and sign-in at the main reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the main reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the main reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the main reception for a '999' call may be quicker than using the internal telephone system.
- Please also refer to the school's individualised lockdown procedures.

40. Working at height

- Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.
- Roof work – Safe access will be provided, and access will be restricted to competent persons to prevent falls from edges and openings.
- Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.
- Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.
- Estates staff who undertake working at heights will receive certified training as appropriate.
- Teaching and other staff who assist in putting up displays in school, will be given appropriate in-house training

41. Monitoring, evaluation and review

- The Trust will review this policy annually and assess its implementation and effectiveness.
- School Head Teachers and site teams will ensure a schedule of health and safety management is in place to assist the school in meeting its duties as an employer. This may include:
 - schedule of hazard identification and risk assessment
 - inspections
 - direct observations of staff compliance
 - managerial reports termly / annually, as appropriate
 - surveys
 - investigations of good practices / incidents / documents
 - record keeping information are supervised at all time

