

# The 3-18 Education Trust

## Health and Safety Policy

*‘Every individual is in a great school.’*

Approved: Spring Term 2025  
Review: Spring Term 2026

[www.3-18education.co.uk](http://www.3-18education.co.uk)

## **Our Mission**

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

## **Our Values**

### **Compassionate**

To show care and understanding towards others.

### **Accomplished**

To provide high quality education and training for all.

### **Resilient**

To be solution focused and able to intelligently manage challenges.

**The 3-18 Education Trust**  
101 Longden Road  
Shrewsbury  
SY3 9PS

Company Number: 08064698

## Policy Monitoring and Review

### Monitoring

The Chief Executive Officer will monitor the outcomes and impact of this policy on an annual basis.

### Review

Member of Staff Responsible	Chief Financial Officer
Relevant Guidance/Advice/Legal Reference	<p>This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:</p> <p>The Health and Safety at Work etc. Act 1974,</p> <p>The Management of Health and Safety at Work Regulations 1999,</p> <p>The Control of Substances Hazardous to Health Regulations 2002,</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,</p> <p>The Health and Safety (Display Screen Equipment) Regulations 1992,</p> <p>The Gas Safety (Installation and Use) Regulations 1998,</p> <p>The Regulatory Reform (Fire Safety) Order 2005,</p> <p>The Provision and Use of Work Equipment Regulations 1998</p> <p>The Work at Height Regulations 2005,</p> <p>Food Information (Amendment) (England) Regulations 2019</p> <p>Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)</p> <p>The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.</p>

	Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage
Policy Adopted By	Board of Trustees
Consultation	External Advisors
Date of Policy	Spring Term 2025
Review Period	Annually
Date of Next Review	This policy will be reviewed: <ul style="list-style-type: none"> <li>• after accidents, incidents and near misses</li> <li>• after any significant changes to workplace, working practices or staffing</li> <li>• after any form of notice has been served</li> <li>• in any event, on or before Spring Term 2026</li> </ul>

## Contents

Part 1 .....	6
1. Introduction.....	6
2. Statement of Intent.....	6
Part 2- Responsibilities for Health and Safety.....	8
3. Overall and Final Responsibility for Health and Safety.....	8
4. Day to Day Responsibility for Ensuring this Policy is Put into Practice.....	8
Chief Financial Officer (CFO) .....	8
Headteachers and Senior Leadership Teams.....	8
School Business Managers .....	9
Line Managers and Supervisors .....	10
Employees and Staff.....	10
Class Teachers .....	11
Pupils.....	12
Contractors.....	12
5. Responsibility for Ensuring Health and Safety Standards are Maintained and Improved.....	12
Communication .....	12
Training .....	13
Policy and Procedures Review .....	13

Monitoring, Reporting and Supervision .....	13
Part 3- Arrangements for Health and Safety .....	14
6. Risk Assessment.....	14
7. Training.....	14
8. Workplace Safety .....	15
Display Screen Equipment (DSE) .....	15
Manual Handling .....	15
Machine Maintenance.....	16
Slips and Trips .....	17
Work at Height .....	17
Code of Conduct.....	18
Fire Safety and Evacuation.....	18
Legionella.....	18
New and Expectant Mothers.....	19
Accidents and Near Misses .....	19
Building and Site Maintenance .....	20
Lone Workers.....	20
Violence in the Workplace .....	20
Vehicle and Pedestrian Segregation .....	21
Emergency Procedures .....	21
Control of Substances Hazardous to Health .....	21
Occupational Health / Welfare .....	22
Off-Site Visits .....	22
Selecting and Managing Contractors .....	23
Food Safety and Hygiene including Allergens. ....	23
Site Security and Visitors.....	24
Medicines .....	24

## Part 1

### 1. Introduction

- 1.1. The 3-18 Education Trust (Trust) aims to provide a safe and healthy environment for all pupils, employees, visitors and contractors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the Trust's premises be willingly given. Health and safety is the responsibility of all individuals, and their recognition of this responsibility is crucial.
- 1.2. The aims of this policy statement are to set down the broad approach which the Trust will take towards the management of health and safety in the workplace.
- 1.3. These include:
  - Reinforcing the Trust's commitment to the provision of a safe and healthy environment for all pupils, employees, visitors and contractors.
  - Setting down a framework for risk assessment.
  - Reminding all pupils, employees, visitors, contractors and other persons acting on behalf of the Trust of their responsibilities in terms of health and safety at work issues.
  - Providing advice, information and training relating to all aspects of health and safety to all pupils, employees, visitors and contractors, as necessary.

### 2. Statement of Intent

- 2.1. The Trust has overall responsibility for the health, safety and welfare of staff, pupils, and visitors in the sites when on its sites/premises (sites). The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.
- 2.2. The health, safety and welfare of staff, pupils and visitors is of paramount importance. The Trust will achieve a safe environment for all by embedding a positive health and safety culture throughout the organisation and assisting all members of the Trust community to play their part.
- 2.3. The safety culture of the Trust is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes the Trust's vision to ensure that it has a strong and positive safety culture through communication, training, collaboration and leading by example.
- 2.4. Together the Trust's community is committed to achieving the following objectives:
  - To provide, as far as reasonably practicable, a safe and healthy working environment for all.
  - To provide and maintain safe equipment, machinery and systems of work.
  - To ensure the safe use, handling, storage or transportation of articles or substances used at work or in connection with work by their employees
  - To ensure that all members of the Trust's community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
  - To provide any information, instruction, training and supervision which is necessary to ensure that employees can carry out their work safely.
  - To have an effective system for communicating and consulting on health and safety matters.

- To effectively plan, implement, monitor and review the arrangements in place to ensure that places of work under the employer’s control are free from danger, with safe means of access and egress
- To encourage, promote and continuously improve the Trust’s health and safety performance.
- To make sure the working environment is safe, without risks to health and providing adequate facilities and arrangements for welfare at work

Signed by

\_\_\_\_\_ Chair, Board of Trustees

Date: .....

\_\_\_\_\_ Chief Executive Officer

Date: .....

## **Part 2- Responsibilities for Health and Safety**

### **3. Overall and Final Responsibility for Health and Safety**

3.1. The Board of Trustees and Chief Executive Officer (CEO) carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare.
- Promoting and following this Health and Safety Policy.
- Dedicating financial resources to the health and safety provision at the schools.
- Communicating effectively with parents, staff and pupils.
- Monitoring and reviewing health and safety procedures and practice.
- Ensuring that Health and Safety is included on the agenda of Board of Trustees and relevant Committee meetings

### **4. Day to Day Responsibility for Ensuring this Policy is put into Practice.**

4.1. The Board of Trustees and CEO have assigned health and safety responsibilities as follows:

#### **Chief Financial Officer (CFO)**

4.2. The CFO has the following responsibilities:

- Lead by example.
- Report back to the relevant Committee and Board of Trustees.
- Carry out periodic health and safety walk rounds, inspections and audits to ensure requirements to monitor, review and record safe systems of working within the Trust's sites are met.
- Ensure that the Board of Trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision.
- Seek support and professional advice from external advisors as necessary.
- Ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school procedures are implemented and that staff and pupils are using safe working practices.
- In liaison with the Headteacher, ensure that professional health and safety advice is available.
- In liaison with the Headteacher will ensure there is a nominated Health and Safety Co-ordinator/Officer appointed for the school premises' (School Business Manager).

#### **Headteachers and Senior Leadership Teams**

4.3. The Headteacher has the following responsibilities:

- Lead by example.
- Ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site.
- Liaise with the CFO to report any potentially significant health and safety issues or risks that arise.
- Ensure that the information on health and safety good practice that is available to all staff and visitors is up to date, easily accessible and promoted throughout the

site. This includes the Trust's Health and Safety Policy and risk assessment templates.

- Ensure that all staff are fully trained and equipped to deal with health and safety issues and emergencies.
- Ensure that funding is allocated to individual departments for their health and safety requirements.
- Ensure that all staff, pupils and volunteers are aware of their health and safety obligations to one another.
- Ensure that regular practice emergency drills are undertaken.
- Ensure that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.
- Implement the health and safety policy and will liaise with the CFO to ensure full compliance with all its requirements.
- Monitor the safety performance of the school and take such steps as may be necessary to improve performance.
- Ensure that all statutory inspections, testing and surveys are undertaken at the prescribed frequencies and any non-conformances are acted upon.
- Ensure that all employees are supplied/have access to a copy of the policy statement and are aware of their responsibilities as determined by the policy

#### **4.4. The Senior Leadership Team has the following responsibilities:**

- Lead by example.
- Ensure that all new employees are given the appropriate health and safety induction training, relating to both site health and safety and any specific provision relating to their role.
- Ensure that any school activity, either on or off-site, is risk assessed, and consideration has been given to health and safety in terms of the wider Trust policy.
- Keep up to date with any changes to arrangements surrounding activities and the implications of these on health and safety.
- With the Headteacher ensure that all statutory inspections, testing and surveys are undertaken at the prescribed frequencies and any non-conformances are acted upon.
- Ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing.
- Managing their particular budgets to cover health and safety maintenance, checks and provision for activities under their department.
- Ensure that only competent contractors are appointed who have been suitably vetted, risk assessments and method statements are obtained and the activities of contractors are suitably monitored whilst on the school premises.

#### **School Business Managers**

##### **4.5. The School Business Manager has the following responsibilities:**

- Lead by example.
- Ensure all relevant information related to health and safety management are passed on to the Headteacher and CFO

- Provide support and advice to the Senior Leadership Team and staff.
- Undertake periodic health and safety audits to ensure all on the site follow safe systems of work and that equipment have the appropriate licences, test certificates, insurances etc which are up to date and fit for purpose.
- Formalise the on-site communication of health and safety matters with contractors that are appointed.
- Be the representative for the school when dealing with any health and safety meetings.
- Following any accidents, incidents and dangerous occurrences within the school, review all submitted reports by line managers and supervisors and ensure that a full investigation is carried out and appropriate remedial action is taken where necessary.
- Provide co-ordination to ensure that all statutory inspections, testing and surveys are undertaken at the prescribed frequencies and any non-conformances are acted upon.
- Liaise with outside Health and Safety Advisers, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc when required.

### **Line Managers and Supervisors**

4.6. Line Managers, whether teaching or support/associate staff, where appointed, have the following responsibilities:

- Lead by example.
- Practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
- Ensure that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of staff or others affected by their activities.
- Obtain and ensure adherence to a safe system of work by competent staff and contractors.
- Ensure their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.
- Ensure all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported to the School Business Manager. Review all such reports and ensure that a full investigation is carried out and appropriate remedial action is taken where necessary.
- Make adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensure that contractors under their control do likewise where applicable.
- Ensure that all pupils, staff and volunteers under their immediate control understand their health and safety responsibilities and are familiar with the Trust's Health and Safety Policy and site procedures.
- Ensure that for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely.

### **Employees and Staff**

4.7. Employees of the Trust, whether they are fixed term, contract, or permanent, have the following responsibilities:

- Ensure they are familiar and up to date with the Trust's Health and Safety Policy, site procedures and any relevant risk assessments.
- Keep their line managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred.
- Ensure all the correct provisions are assessed and in place before the start of any activity.
- Make sure that the pupils taking part in the activity are sure of their own health and safety responsibilities.
- Ensure that any equipment used is properly cared for and in the proper working order. Any defects to be immediately reported to a senior manager and that piece of equipment should not be used.

#### **4.8. All employees and staff are required to have a duty as part of the Health and Safety at Work Act 1974:**

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To co-operate with their employer in matters relating to health and safety to enable the employer to fulfil legal requirements. Examples of this are to ensure that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

#### **4.9. Employees and staff are required to:**

- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Immediately bring to the attention of their line manager or School Business Manager, any situation or practice of which they are aware, which may lead to injury or ill health.
- Take responsibility for good housekeeping in the area within which they work.
- Report all accidents, incidents and dangerous occurrences in accordance with the Trust's procedures.
- Follow site health and safety procedures and the advice given in the site's health and safety training to control workplace risks.
- Volunteers have the same responsibilities for health and safety as any other staff and are expected to be familiar with the Trust's Health and Safety Policy and site procedures.

#### **Class Teachers**

4.10. Class teachers are expected to:

- Lead by example.
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.

- Make recommendations to their Headteacher, School Business Manager or line manager regarding equipment and improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Report all accidents, defects and dangerous occurrences to their line manager.
- Take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in relevant technical papers, specialist publications from bodies such as CLEAPPS, the Association of Science Education and Association for Physical Education [afPE].
- Report all accidents and dangerous occurrences promptly to the School Health and Safety Co-ordinator/School Business Manager.

## **Pupils**

- 4.11. While Trust staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-Trust and personal health and safety in order for staff to be able to carry out their roles effectively.
- 4.12. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:
- Take personal responsibility for the health and safety of themselves and others.
  - Observe standards of dress consistent with safety and/or hygiene.
  - Observe all the health and safety rules of the site and in particular the instructions of staff given in an emergency.
  - Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
  - Behave sensibly around their school site and when using any equipment.
  - Report health and safety concerns or incidents to a member of staff immediately.
  - Act in line with their school's Behaviour Policy.

## **Contractors**

- 4.13. All contractors working on Trust site, or elsewhere on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own health and safety on Trust sites or elsewhere on the Trust's behalf, the health and safety of their workforce and for ensuring that their work does not endanger the safety or health of others.
- 4.14. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

## **5. Responsibility for Ensuring Health and Safety Standards are Maintained and Improved**

### **Communication**

- 5.1. The Statement of Intent acknowledges the importance of involving all members of the Trust community in matters of health and safety including by means of consultation and discussion to achieve a collaborative approach to health and safety.
- 5.2. All members of the Trust community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Headteachers, CFO, Local Governing Bodies or to the Board of Trustees itself.

## **Training**

- 5.3. The Board of Trustees along with Headteachers and Senior Leaders of each site are committed to involving employees and staff at all levels in the maintenance of health and safety standards.
- 5.4. Employees and staff will be provided with training for their site to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.
- 5.5. External health and safety advisors will be used to provide professional health and safety advice if required.

## **Policy and Procedures Review**

- 5.6. The Health and Safety Policy and procedures are monitored and reviewed on a regular basis. There are several reasons to review the Health and Safety Policy and procedures such as, but not limited to:
  - Significant organisational changes have taken place.
  - There have been changes in key personnel.
  - There have been changes in legislation and/or guidance.
  - New work methods have been introduced.
  - There have been alterations to working arrangements and/or processes.
  - There have been changes following consultation with employees.
  - The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
  - Information from manufacturers has been received.
  - Advice from an insurance company has been received.
  - The findings of an external Health and Safety Audit has been received.
  - Enforcement action has been taken by the HSE or Local Authority (LA).
  - A sufficient period of time has elapsed since the previous review.

## **Monitoring, Reporting and Supervision**

- 5.7. Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Board of Trustees to receive both specific (e.g. incident-led) and routine reports from the CEO and CFO on the performance of the Health and Safety Policy and procedures. Only a strong system of monitoring can ensure that the formal review can proceed as planned and that relevant events in the interim are brought to the Board of Trustee's attention.

## Part 3- Arrangements for Health and Safety

### 6. Risk Assessment

6.1. Effective risk assessment is the foundation of all site health and safety checks. The CEO, CFO, Headteachers and Senior Leaders take steps to ensure that all staff under their management are confident and familiar with carrying out risk assessments and recording and reporting risks.

6.2. Risk assessments are kept on each site and will be reviewed:

- Upon legislative changes
- At regular intervals.
- After accidents, incidents and near misses.
- After any significant changes to workplace, working practices or staffing.
- After any form of notice has been served.

6.3. Under the Management of Health and Safety at Work Regulations 1999 the minimum those responsible for each site must consider is:

- Identify what could cause injury or illness (the hazard)
- Decide how likely it is that someone could be harmed (the risk)
- Take action to eliminate the hazard, if this is not possible then control the risk.
- The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm#article>

6.4. Risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 and other specific regulations. It is impossible to eliminate all risk, but reasonable steps (control measures) are taken in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of pupils, staff, or the general public through risk assessment will not be carried out.

### 7. Training

7.1. Health and Safety induction training will be provided for all new employees and records kept.

7.2. Where annual refresher training is required for specific areas, a record is kept and updated to ensure that knowledge and skills are up to date.

7.3. Curriculum/subject specific health and safety training is provided, and records are kept and updated to ensure that knowledge and skills are up to date.

7.4. Strategic health and safety management and site management training is provided to appropriate staff and records are kept and updated to ensure that knowledge and skills are up to date.

7.5. Training needs will be identified, arranged and monitored by School Business Managers.

## **8. Workplace Safety**

- 8.1. The Trust will take reasonable steps to ensure that each site's environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected on each site and both contribute to good health and safety practice.
- 8.2. Any hazards around the site that are noticed by any member of the Trust's community should be reported to a senior leader.
- 8.3. Certain departments such as science laboratories and design technology workshops have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be accessed by contacting the relevant Headteacher/School Business Manager. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

### **Display Screen Equipment (DSE)**

- 8.4. The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. A DSE user is defined as someone using a computer/laptop for 1 hour or more at any one time during their working day. Some of the potential health problems associated with incorrect use of DSE are:
  - Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
  - backache
  - fatigue and stress
  - temporary eye strain.
- 8.5. The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors:
  - Work areas are risk assessed and arranged to enable safe practices to be carried out.
  - Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
  - Regular breaks are taken when working with DSE.
- 8.6. The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

### **Manual Handling**

- 8.7. The Trust operates in accordance with the Manual Handling Operations Regulations (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.
- 8.8. Risk assessments are carried out by the Headteacher/School Business Manager, and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the

workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The Trust expects employees:

- To safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions.
- To follow safe systems of work as determined by the result of the risk assessments.
- To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately.
- To ensure that they use equipment as per manufacturer's instructions.
- To attend training sessions as required and apply the knowledge/skills to daily tasks.
- To report all accidents and incidents which have either caused or could have caused harm or injury.
- To report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring.
- To inform line management if they are unable to perform manual handling duties.
- To ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability.
- To comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task.
- To avoid the need to lift, carry, push, pull, lower or support loads wherever possible.
- To reduce the risk where manual handling cannot be avoided by the use of trolleys, barrows, lifts or hoists.
- To ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

### **Machine Maintenance**

8.9. The Trust operates the schools in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:

- Suitable for use, and for the purpose and conditions in which it is used.
- Maintained in a safe condition for use so that people's health and safety is not at risk.
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.
- Used only by people who have received adequate information, instruction and training.

8.10. The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- Taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment.

- Takes appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

8.11. Within Science, DT and PE there is multiple equipment including specialist equipment which will be inspected and maintained on a routine basis in accordance with manufacturers recommendations. A register of all work equipment including maintenance regimes, statutory inspections and pre use checks for specialist machinery will be maintained by the Business Manager in conjunction with the Site Manager, if applicable.

### **Slips and Trips**

8.12. Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons.

They typically involve:

- Members of staff or pupils/students running or carrying heavy or awkward items.
- Wearing unsuitable footwear.
- Poor lighting - particularly where there are uneven surfaces and changes of level.
- Contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables.

To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place.
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff.
- Ensure there is appropriate lighting.
- Ensure there is appropriate storage space.
- Ensure suitable pathways are cleared and gritted during snowy/icy weather conditions.

### **Work at Height**

8.13. Wherever possible working at height will be avoided. Where work at height cannot be avoided competent persons will be appointed to work at height. School staff who are required to work at height will receive appropriate training. If contractors are selected to work at height, they will be vetted to ensure they are competent, the work is sufficiently planned, and the most suitable equipment is used. Only ladders complying with EN131 Professional Use standard or Class 1 are permitted within the schools.

8.14. The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks.

- Avoid work at height if possible.
- Select the right type of equipment and ensure that it has been maintained and regularly checked.
- Ensure you can get to and from where you need to work at height.

### **Code of Conduct**

8.15. The Trust is concerned with ensuring the good health and safety of members of the Trust's community both on an individual basis and as a whole body. Appropriate and considerate site behaviour and conduct is an important part of health and safety and there are various site regulations in place to monitor behaviour, as well as provisions for behaviour support.

### **Fire Safety and Evacuation**

- 8.16. Each site carries out whole site fire drills at least once a term. There are emergency exits located and signposted around the site, and emergency procedures posters detailing what to do in the event of a fire are posted around the site.
- 8.17. Escape routes and fire doors are checked regularly to ensure that they are free from obstruction.
- 8.18. The emergency procedures should be followed in the event of an evacuation of the site for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are.
- 8.19. Fire risk assessments are carried out by competent persons in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- 8.20. The following checks are carried out:
- Automatic fire alarms are serviced on a 6 monthly basis.
  - Weekly tests are undertaken on the fire alarm system upon activation of a different call point.
  - Emergency lights are serviced on an annual basis.
  - Emergency lighting flick tests are undertaken monthly.
  - Fire awareness and fire marshal training is undertaken.
  - Fire fighting equipment is serviced on an annual basis and checked weekly to ensure it is not obstructed and in good working order.
  - Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required.
  - Fire doors are routinely inspected to ensure they are undamaged and fit for use.
- 8.21. All fire related records are retained in the Fire Log Book/Folder.
- 8.22. Each school has a specific emergency/evacuation plan for its site. The plan is held by the school's Headteacher and School Business Manager, where appointed.

### **Legionella**

- 8.23. The Trust understands the risks associated with legionella bacteria. The Trust will take all reasonable steps to ensure that the risks of legionella are suitably managed within each site. They will ensure:
- The Trust will protect employees and others from exposure to legionella bacteria from water systems, by engaging a competent person to undertake a legionella risk assessment every two years at each site.

- based on the risk assessment findings, produce and implement an effective management plan (scheme of control) to control legionella bacteria in the businesses hot and cold-water systems.
- the growth and cultivation of harmful bacteria is prevented through ensuring any water systems and assets are in good order, monitored, maintained and serviced as per required by legislation, recommendations and best practice.
- that all persons with legionella responsibilities receive training that is appropriate to their level of responsibility.
- that a robust system of records relating to the management system, scheme of control and training are created and kept to date

8.24. The Business Manager / Primary Business Partner is responsible for the day-to-day management of Legionella.

### **New and Expectant Mothers**

8.25. Employees who become pregnant should inform their appropriate manager as soon as possible. The school will subsequently carry out an individual risk assessment for the expectant mother to identify and mitigate potential hazards.

8.26. The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

### **Accidents and Near Misses**

8.27. In the event of an accident or near miss taking place either on the site, or off-site on a Trust/school-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.

8.28. Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian. If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

8.29. Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

8.30. The Trust has accident forms which must be completed and stored for all accidents, major and minor.

8.31. An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths
- 'Specified injuries' in respect of employees or pupils.
- Over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days).
- 'Specified dangerous occurrences' (where something happens that does not result in an injury, but could have done).
- 'Occupational diseases'.

- 'Injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

8.32. The CEO, CFO, Headteachers, Senior Leaders, Local Governing Bodies or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

8.33. Accident forms will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

### **Building and Site Maintenance**

8.34. The Headteacher/School Business Manager is responsible for ensuring that the site premises are maintained to comply with health and safety laws and are easily accessible and reasonably safe for the whole site community.

8.35. A named person will be appointed to be responsible for reporting any health and safety concerns relating to the site. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

8.36. Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Reinforced Autoclaved Aerated Concrete (RAAC)
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates (annual testing of systems and appliances by a Gas Safe Registered engineer)
- Electrical Safety certificates – Electrical Installation Condition Report (fixed electrical installation) and portable electrical appliance testing.

### **Lone Workers**

8.37. There will be some situations where staff at the site will be working alone. Examples of this would be a staff member locking up the site at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Trust has provisions in place to both identify and manage these risks.

8.38. Any staff, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

### **Violence in the Workplace**

8.39. The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

- 8.40. The Trust is committed to ensuring the safety and welfare of its employees and pupils. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

### **Vehicle and Pedestrian Segregation**

- 8.41. All external areas including traffic movements will be risk assessed.
- 8.42. Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.
- 8.43. Traffic entering a site will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.
- 8.44. Where bus operators are required to collect / drop off children, the Trust will follow its selecting and managing contractor's procedures. Specifically, the Trust will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.
- 8.45. Pupils, staff and visitors are reminded to be extra vigilant when crossing roads near to the site at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, pupils are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

### **Emergency Procedures**

- 8.46. In the case of an emergency situation, including fire and lock downs/invacuations, the site's senior management will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those on the site. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. Details of the procedures to be carried out in an emergency situation are held at site level.
- 8.47. It is the School Business Manager's responsibility to ensure the emergency procedures are documented, regularly reviewed, communicated and practiced.

### **Control of Substances Hazardous to Health**

- 8.48. Risk assessments are undertaken in accordance with the COSHH Regulations 2002.
- 8.49. There are areas on a site where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:
- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept on each site. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident.
  - Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals.
  - Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.

- Clear record of chemicals ordered, who they are ordered to, and that they are ordered for.
- Safe disposing of chemicals.
- Appropriate PPE for use when handling hazardous substances.
- Strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).
- No substances will be used or generated within the school unless an assessment of the hazards and risk that they present has been made.
- If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details regarding each substance used within lessons.

8.50. Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please refer to the supporting science department health and safety document.

8.51. All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

### **Occupational Health / Welfare**

8.52. The Trust takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

8.53. Any staff member who is experiencing stress should talk to their manager or a member of the senior management team, and the Trust will do everything that it can to support them.

8.54. Senior/line managers will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

8.55. The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in its schools and sites.

### **Off-Site Visits**

8.56. School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Headteacher and SLT will ensure that:

- The objective of the visit is clear.
- The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable.
- They are informed well in advance about less routine visits.
- The Group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy.
- In the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils.

- It assesses proposals for certain types of visits, e.g., those involving an overnight stay or overseas travel, and submits these to the Local Authority if appropriate.
- A sufficient level of insurance is in place.
- The Group leader reports back after the visit.

8.57. Off-site visits are carefully planned and detailed information obtained in relation to:

- Responsibilities for off-site visits
- Parental consent
- Transport
- Supervision
- Emergencies
- Adventure activities
- Work experience placements
- Work experience health and safety
- Off-site risk assessments
- Safeguarding

8.58. All schools have a designated Educational Visits Coordinator who has had training and is responsible for reviewing trips and risk assessments prior to approval by the Headteacher.

### **Selecting and Managing Contractors**

8.59. It is vital that any company or persons invited onto a site under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of the Trust's policy and procedures.

8.60. The responsibility to select and oversee the management of contractors is outlined in the Trust's Scheme of Delegation and/or Financial Procedures.

8.61. When engaging a contractor, the following will be considered:

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

8.62. Senior management of each site will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

8.63. For information on safeguarding pupils from visitors or contractors on a school site, please read the school's Safeguarding and Child Protection Policy.

### **Food Safety and Hygiene including Allergens.**

8.64. The Trust engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met. This includes:

- Personal hygiene
- Opening and closing checks
- Clear and clean
- Chilled storage
- Separating foods
- Training and supervision

- 8.65. A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. Appropriate information and training at the outset is provided.
- 8.66. In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.
- 8.67. Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:
- Hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity).
  - Cross-contamination issues should be addressed, e.g. different cloths for different surfaces.
  - An appropriate slip hazard warning sign should be used when mopping floors.
  - Tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks.
  - Any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.
- 8.68. The Trust takes all allergies seriously and it is important that parents **inform the school immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.
- 8.69. The Trust operates its schools in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:
- The food's name.
  - A full list of ingredients, emphasising any allergenic ingredients.

### **Site Security and Visitors**

- 8.70. Site security is a vital component of good health and safety, and pupils and staff must feel safe on a site.
- 8.71. To ensure that each Trust site is a secure environment each site:
- Records details of all visitors entering and leaving the site.
  - Has designated key holders.
  - Engages the services of an alarm monitoring company.

### **Medicines**

- 8.72. Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- 8.73. The Trust ensures that health and social care professionals, pupils and parents are consulted to ensure that the needs of children with medical conditions are properly

understood and effectively supported. Please also refer to the Trust's separate policy on Supporting Children with Medical Needs.