



HEALTH AND SAFETY POLICY & PROCEDURES MANUAL

THIS POLICY APPLIES TO THE HEARTWOOD LEARNING TRUST BOARD, THE CENTRAL TEAM, ALL AND
TRUST SCHOOLS/ACADEMIES

Document Management	
Updated Policy Approved	April 2025
Next Review Date	April 2026
Version	2.1
Approving Committee	Resources Committee

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Policy Updates

Date	Page	Policy Updates
February 2025	Whole policy	Reformatted in line with other Trust policies
February 2025	Whole policy	Updated responsibilities to reflect schools/academies which do not have a Support Services Manager
February 2025	Whole policy	References to EVOLVE and Risk Manager removed to reflect any similar third parties which may be used across the Trust
February 2025	5	Introduction added in line with other Trust policies
February 2025	6	1 - Legal Framework updated
February 2025	7	2 - Roles and Responsibilities section added in line with other Trust policies
February 2025	13	3.16 - Point updated to reflect where RAs should be stored
February 2025	21	10.8 - Point updated to reflect Trust oversight of training records
February 2025	21	10.9 - Added examples of training opportunities
February 2025	29	15.29 - Reference to applicable policy updated
February 2025	29	16 - Accident reporting procedure updated
February 2025	32	19.2 - Incident reporting responsibilities updated
February 2025	32	21.1 - Added expectation for staff to adhere to crisis management plans
February 2025	32	21.3 - Added information about staff awareness/handling of bomb threats
February 2025	43	37.11 - Responsibility of damage to Trust owned/leased vehicles updated
February 2025	51	43 - Monitoring and review section updated

Introduction

Heartwood Learning Trust is an inclusive and collaborative Church of England multi-academy trust serving church, community and alternative provision schools. This policy is guided by our Christian ethos and the visions of our Trust and its schools/academies. We share a clear vision – to create schools where children and young people thrive, as we help them prepare to live life in all its fullness (John 10:10).

For us, a place to thrive means much more than a place simply to be comfortable. Instead, our aim is to develop schools and an educational offer which enable each pupil to flourish academically, practically, emotionally, socially and spiritually.

Statement of Intent

At Heartwood Learning Trust, we are committed to the Health and Safety of all employees, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

The Trust are committed to:

- Providing a productive and safe learning environment
- Reducing accidents and any work-related illnesses
- Ensuring compliance with all statutory requirements as a minimum standard
- Minimising risks via assessment and policy and learning lessons from incidents and accidents
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our systems and prevention measures to ensure effectiveness
- Ensuring adequate welfare facilities are available throughout the schools within the Trust
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable
- Ensuring all employees are competent to undertake their role(s) by providing effective information, instruction and training

This policy will be brought to the attention of, and issued to, all members of staff and a reference copy kept with the **Headteacher/Principal**, or where applicable, the **Support Services Manager (SSM)** of each academy and on the Trust website. This policy and the accompanying organisation and arrangements will be reviewed on an annual basis.

1. Legal Framework

- 1.1 This policy has due regard to all relevant **statutory 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 Manual Handling Operations Regulations 1992
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - The Provisions and Use of Work Equipment Regulations 1998
 - The Work at Height Regulations 2005 (as amended)
 - The Construction (Design and Management) Regulations 2015
 - The Personal Protective Equipment at Work Regulations 1992
 - The Education (School Premises) Regulations 1999
 - The Ionising Radiation Regulations 2017 (IRR17)
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
 - The Animal Welfare Act 2006
- 1.2 This policy has due regard to national **guidance** including, but not limited to, the following:
- DfE (2022) 'Health and Safety: Responsibilities and duties for schools'
 - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
 - DfE (2022) First Aid in Schools
 - UK Health Security Agency (2024): Health Protection in Children and Young People settings including education
 - HSE (2024) 'Sensible health and safety management in schools'
- 1.3 This policy should be applied, in addition to and alongside the following **Trust** policies:
- Crisis Management Plan, Policy and Procedures
 - Premises Management Policy (incl. Management documents) - this document is based on the Department of Education's guidance on good estate management for schools
 - Transport Policy
 - Supporting pupils with Medical Conditions and Administering Medication Policy
 - First Aid Policy
 - Data Protection (UK GDPR) Policy
 - Safeguarding and Child Protection Policy
 - Behaviour Policy
- 1.4 This policy should be applied, in addition to and alongside the following **School/Academy** plans and procedures:
- Personal Emergency Evacuation Plan (PEEP)
 - Asbestos Management Plan and Register
 - COSHH Information Sheets

- Fire Evacuation Plan
- Lockdown Procedure (partial and full lockdown)

1.5 This policy is relevant to the following areas of risk*:

- Accidents
- Fire Safety (external)
- Asbestos
- Manual Handling
- Working at Heights
- Major Disasters
- Slips, Trips and Falls
- Workplace Transport
- Fire Evacuation
- Boiler and Plant Rooms
- Working from Stepladders
- New and Expectant Mothers
- Animals
- Individual medical needs or disabilities
- Legionella (external)
- Security
- Educational Visits and Trips
- Lone Working
- Infection Control
- Stress
- COSHH
- Snow and Ice procedures
- DSE procedure
- Before and After School Activity Clubs
- PE lessons

**Please note this list is not exhaustive.*

2. Roles and Responsibilities

2.1 The **Resources Committee**, on behalf of the **Trust Board** is responsible for:

- Approval of this policy on an **annual** basis
- Nominating a **Health and Safety Representative** and ensuring this information is published on the Trust's website under their Governance information
- Reviewing reports provided by the **Chief Operating Officer (COO)** to enable them to provide subsequent advice and prioritise resources effectively regarding any Health and Safety issues
- Advising the **COO** where they believe it is necessary or would be beneficial to seek specialist advice on Health and Safety matters
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with lone working, working at height and manual handling

2.2 The **Chief Operating Officer (COO)** is responsible for:

- The day to day management of health and safety across the Trust
- Ensuring that health and safety management systems are in place and operating effectively
- Oversight of the overall implementation of the **Health and Safety Policy & Procedures Manual** and health and safety compliance across the Trust
- Communicating the Trust's procedures and other appropriate health and safety information to all relevant stakeholders, including contractors
- Ensuring effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the **Resources Committee** (or **Trust Board**) on health and safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds

- Ensuring that all the premises and equipment under the Trust are maintained in a safe and serviceable condition
- Ensuring all employees are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensuring consultation arrangements are in place for employees and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions
- Ensuring sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment
- Ensuring health and safety performance and compliance with the safety management system is monitored across all schools/academies within the Trust and any gaps are properly addressed

2.3 The **Trust Operations Manager (TOM)** is responsible for:

- Reviewing this policy on an **annual** basis
- Monitoring local level implementation of this policy and procedures and reporting any health and safety concerns identified to the **COO**.
- Arranging regular meetings with the **Headteacher/Principal** or where applicable, the **Support Services Manager (SSM)** to ensure consistency and adherence of the policy and procedures and to discuss any health and safety issues at the school/academy
- Monitoring the annual risk assessment review and revision process across the Trust
- Monitoring the workplace inspections and active monitoring process across the Trust
- Completing any applicable Health and Safety regulatory reporting obligations
- Monitoring provision for the inspection and maintenance of work equipment throughout the Trust, including the statutory examination and testing of specific equipment
- Monitoring the management of asbestos, legionella, fire risk assessment and all property compliance issues for each site
- Monitoring accidents and near misses across the Trust
- Producing updates for the Trust Board and advising them of current standards across the Trust, including property statutory compliance issues (eg. asbestos/legionella/fire risk/gas/electricity), activity risk assessment compliance and monitoring, staff training, accident and near miss data
- Monitoring the keeping of records of all health and safety activities
- Monitoring staff training
- Overseeing the control of contractors on site when work is being undertaken
- Ensuring only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited, this includes any sub-contractors
- Providing support and advice to the **Headteacher/Principal**, where required.
- Providing support to all schools within the Trust with regards to health and safety
- Ensuring the Trust is audited annually in regard to health and safety

2.4 The **Facilities Lead** is responsibility for:

- Providing support and guidance to all schools within the Trust with regards to health and safety/compliance

- Overseeing the day-to-day management of the Trust's Estates Management Software within each school/academy
- Assisting the **COO/TOM** with construction projects
- Ensuring that staff have undertaken relevant training pertinent to their role
- Carrying out in-house condition surveys
- Monitoring termly site workplace inspections

2.5 The **Headteacher/Principal** is responsible for:

- Implementation of the policy at school/academy level and oversight of the operation of health and safety procedures (reporting significant issues to the **Chief Executive Officer (CEO)** and **COO** who will advise)
- Ensuring potential hazards are identified and risk assessments are completed for all areas in the school/academy
- Day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors
- Setting the direction for effective health and safety management
- Introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- Taking all reasonably practicable steps to ensure this policy is implemented by all staff
- Designating a '**competent person**' who will be responsible for ensuring the school/academy meets its health and safety duties.
- Notifying the Trust **Central Services Team (CST)** of any issues relating to health and safety at their site
- Ensuring that the nominated **competent person** holds the required training and experience to carry out the health and safety tasks as required
- Reassigning the **competent person** responsibilities and advising the **TOM** immediately, should the currently nominated person no longer fulfil their position
- Ensuring specific manual handling tasks are carried out by the appropriate members of staff
- Ensuring members of staff will not be at risk when performing tasks
- Implementing a systematic approach to manual handling, whereby everyone will be made aware of their individual roles and responsibilities
- Authorising a list of approved working at height activities
- Ensuring procedures are in place to secure the quality and safety of equipment used for working at height activities
- Ensuring that only individuals with the appropriate training undertake work at height
- Ensuring that there are arrangements in place for monitoring incidents linked to lone working
- Ensuring that staff identified as lone workers are given appropriate information, instruction and training as required
- Ensuring that appropriate support is given to lone workers involved in any incident
- Certifying that procedures to ensure safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff

2.6 The **Competent Person** is responsible for:

- Having appropriate training, knowledge and experience to carry out the designated health and safety task effectively
- Carrying out their duties as delegated by the **Headteacher/Principal** (please refer to [Appendix 1](#) for details of the **competent person**)

2.7 The **Support Services Manager (SSM)** is responsible for:

- Ensuring that colleagues they line manage understand and adhere to relevant health and safety guidance and safe working procedures
- Ensuring that risk assessments are undertaken for all activities for which they are responsible, and that identified control measures are implemented
- Carrying out appropriate action to resolve minor health and safety issues within the school/academy and informing the **Headteacher/Principal** of any problems they are unable to resolve with the available resources
- Carrying out regular inspections of their areas of responsibility, and recording findings as appropriate
- Ensuring the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensuring all accidents (including near misses) are promptly reported and investigated. Where relevant, these should be added to the Trust's **Risk Register**
- Liaising with staff to identify health and safety issues at the school/academy
- Monitoring any control measures put in place to ensure they are reducing the risk of injury and being used correctly
- Ensuring members of staff are trained in manual handling
- Regularly checking equipment used for working at height activities and arranging the replacement of equipment, as required
- Ensuring any equipment used when working at height is used correctly
- Maintaining site security
- Ensure relevant risk assessments are carried out and regularly reviewed
- Implementing safe working practices which are designed to eliminate or reduce the risks associated with lone working
- Providing lone workers with personal safety equipment, e.g. a mobile phone, where necessary
- Providing contractors with a copy of relevant risk assessments and the appropriate health and safety information

2.8 **Employees** are responsible for:

- Taking reasonable care of the health and safety of themselves and others, avoiding any conduct which puts individuals at risk
- Following safe working practices and adhering to the Trust's **Health and Safety Policy & Procedures Manual** at all times
- Reporting all accidents and incidents to their **Line Manager** as soon as possible
- Only using equipment and/or machinery that they are trained and competent in
- Not interfering with or misusing any equipment or fittings provided in the interests of health and safety

- Reporting all defects in condition of premises or equipment, raising concerns and suggesting improvements to existing procedures to improve the learning experience or safety of all staff and pupils
- Making use of all necessary control measures and personal protective equipment provided
- Exercising good standards of housekeeping and cleanliness
- Ensuring any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate
- Ensuring they do not undertake manual handling tasks if they have sustained recent injuries, e.g. hernias, back problems, heart conditions or other physical issues, or if there are any other health concerns
- Informing the **SSM/Site Manager** of any physical health issues they have sustained as soon as possible to ensure risks can be mitigated
- Contacting the **TOM** if they have any serious concerns regarding new or existing risk assessments

2.9 **Lone Workers** are responsible for:

- Seeking authorisation (from the **Headteacher/Principal**) to work alone on school/academy premises outside of normal working hours
- Seeking authorisation (from the **Headteacher/Principal**) to work off site (i.e. to conduct home visits) during normal working hours
- Reporting all incidents that may affect the health and safety of themselves or others, and asking for advice as appropriate
- Taking part in training related to lone working as required
- Ensuring they have the necessary equipment with them while lone-working

2.10 **Pupils** are responsible for:

- Behaving in a manner that reflects the Trust's **Behaviour Policy**
- Taking reasonable care of their own health and safety and that of their school community
- Following all health and safety instructions given, particularly during an emergency situation
- Not intentionally interfering or misusing anything provided in the interests of health and safety
- Reporting any accidents or incidents or health and safety concerns to a member of staff immediately
- Wearing appropriate PPE when instructed to do so by a member of staff

2.11 **Contractors, Agency Workers and Volunteers** are responsible for:

- Complying with the Trust's **Health and Safety Policy & Procedures Manual** whilst on school/academy premises, or working under the control of the Trust
- Reporting all accidents and incidents and health and safety concerns to the **SSM** or **competent person** immediately
- **[Contractors Only]** Assessing their own risk and providing their own first aid kit, suitable for treating minor injuries

Failure to comply with these requirements will be considered a serious breach of trust and would result in the contractor's employee being removed from the current project and potentially being barred from further work for the Trust.

3. Risk Assessments

- 3.1 The **Headteacher/Principal** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school/academy. Should staff have any concerns regarding new or existing Risk Assessments, they should contact the **TOM** who will be able to advise and where necessary, provide a template risk assessment document.
- 3.2 Annual risk assessments will be conducted for all areas of the school/academy to identify all defects and potential risks along with the necessary solutions or control measures.
- 3.3 Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 3.4 Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid
 - There has been a significant change in related matters
- 3.5 The school/academy will record any significant findings of any risk assessments including the following:
- The identified hazards
 - How people might be harmed by them
 - What the school has implemented to control the risk

General Risk Assessments

- 3.6 The Trust conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the **competent person** at each school/academy.
- 3.7 Risk assessments are available for all staff to view and are held centrally in a public drive and located in written form at main reception.
- 3.8 Risk assessments will be reviewed on an annual basis or when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

- 3.9 Specific assessments relating to staff members or pupils are held on the individual's file and will be undertaken by a member of the senior leadership team or, if applicable, the school/academy's **SENDCo**. Such risk assessments will be reviewed on a regular basis.

Specific Medical Conditions

- 3.10 It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) that may impact upon their work.
- 3.11 A separate risk assessment is required for pregnant staff members and should be carried out by the relevant department and submitted to the **competent person**.

Young Persons

- 3.12 Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. Additional procedures should be implemented by their **Line Manager** to ensure safety:
- Additional training, supervision
 - Both young person and line manager should pay careful attention to any restrictions placed on the type of work, which may be undertaken

Curriculum Activities

- 3.13 Risk assessments for curriculum activities will be carried out by the **Curriculum Leader/Head of Department**, as they will be the **competent person** for the specific specialism. This will include the specialism codes of practice and associated risk assessments.
- 3.14 The **competent person** will ensure risk assessments are completed by staff leading day trips or residential stays.
- 3.15 It is the responsibility of the **Curriculum Leader/Head of Department** to immediately highlight via email (to the **Headteacher/Principal** or designated **SSM**) if there are barriers to compliance; this must be in writing to ensure auditability.
- 3.16 The risk assessment for curriculum activities should be stored in a shared Google drive within a folder clearly indicating 'Health and Safety' and should clearly state the curriculum/departmental area within the title of each file plus the document title.
- 3.17 Whenever a new course is adopted or developed, all activities must be reviewed against the current risk assessments and any significant findings are incorporated into lesson plans and schemes in daily use.

Lone Working

- 3.18 A risk assessment will be conducted by the **Headteacher/Principal** or the **competent person** prior to any authorisation being awarded for lone working.
- 3.19 The risk assessment will cover all work proposed to be undertaken alone, taking into account instances where risk may be increased by the work itself, or by lack of available assistance in the event of an emergency.
- 3.20 The following activities are not to be carried out by lone workers under any circumstances:
- Working at height
 - Manual handling of heavy or bulky items
 - Undertaking work for which they are not trained, e.g. operating machinery
- 3.21 Depending on the tasks the lone worker is proposing to undertake, the risk assessment will cover the following as appropriate:
- The staff member's medical fitness and suitability to work alone
 - Channels of communication
 - Any specific risks related to the lone working activity
 - The risk of violence

- Access and egress
- The ability to trace the staff member's whereabouts
- Situational hazards

3.22 Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, will inform the **Headteacher/Principal** as soon as possible.

4. Hazardous Materials and Substances

- 4.1 The school/academy will act in accordance with Control of Substances Hazardous to Health (COSHH) guidelines at all times.
- 4.2 The **SSM/Subject Leads** will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 4.3 Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).
- 4.4 The school/academy will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 4.5 Storage life of substances will be considered by **Subject Leads**. All COSHH and ionising radiation regulations will be adhered to.
- 4.6 The school/academy will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 4.7 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 4.8 Within curriculum areas, **Subject Leads** are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc).
- 4.9 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in well-ventilated areas.
- 4.10 Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 4.11 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 4.12 No potentially hazardous materials will be used in lessons without the approval of the **SSM**.
- 4.13 The **SSM** will ensure staff are appropriately trained to use hazardous materials.

- 4.14 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 4.15 The **SSM** will keep an up-to-date inventory of all the hazardous chemicals and materials held at the schools.
- 4.16 A yearly audit of hazardous materials will be undertaken by a designated person. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier.
- 4.17 In all other areas, the nominated person(s) responsible for substances hazardous to health is the **competent person**. The **competent person** shall ensure:
- An inventory of all hazardous substances used on site is compiled and regularly reviewed, taking into account the advice on the relevant MSDS (materials safety data sheet)
 - MSDS are obtained from the relevant supplier for all such materials
 - Ensuring all products that may be hazardous to health are COSHH risk assessed before being used, taking into account the advice on the relevant MSDS or hazard. The latter is provided by CLEAPSS, recognised by Ofsted and HSE
 - Ensuring that risk assessments are seen and understood by all staff
 - All chemicals are kept in their original packaging and labelled with the correct hazard sign and contents label (no decanting into unmarked containers)
 - All chemicals are appropriately and securely stored out of the reach of pupils
 - Suitable personal protective equipment (PPE) has been identified and is readily available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment
- 4.18 The **competent person** is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.)

5. Personal Protective Equipment (PPE)

- 5.1 The school/academy will use PPE in line with UK Health Security Agency guidance.
- 5.2 PPE means all equipment worn or held which is designed to protect the user from specific hazards. PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, IT equipment, photocopiers and other office equipment, lifting equipment and respiratory protection equipment.
- 5.3 Clothing that is not specifically designed to preserve the health and safety of the wearer (e.g. school uniform) does not constitute PPE.
- 5.4 In line with the Personal Protective Equipment at Work Regulations 1992, the school/academy will provide employees and pupils who are exposed to a hazard on the premises, which cannot be controlled by other means, with PPE. Visitors will be supplied with PPE when appropriate.

- 5.5 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 5.6 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 5.7 All staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- 5.8 All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with protective eyewear (and other PPE) when appropriate.
- 5.9 Pupils will report any loss or defects of PPE to their class teacher, who will report it to the **SSM** for repair.
- 5.10 The PPE will fit the wearer properly. Where there are more than one item of PPE which must be worn, they should be compatible and remain effective.
- 5.11 PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 5.12 The school/academy understands its duty to cover the costs of purchase, cleaning and repair for all clothing, such as protective clothing that staff require to fulfil their roles.
- 5.13 In accordance with HM Revenue and Customs (HMRC) the school/academy will pay any tax and national insurance on uniforms and PPE that are not exempt.
- 5.14 Using a P11D form, the school/academy will report the cost of the following to HMRC, unless they are exempt:
- Buying the clothes for employees
 - Lending clothes to employees
 - Cleaning or repairing clothing
- 5.15 The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.

6. Maintenance of Equipment

- 6.1 When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained Health and Safety Technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
 - All fixed gym equipment
 - Any workshop equipment, e.g. lathes and kilns
 - All fume cupboards

- 6.2 It is the responsibility of the **SSM** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 6.3 Each school/academy will ensure that staff and pupils can expect any equipment they use is suitable for its intended use and is properly maintained.
- 6.4 Each school/academy will make use of an automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

Statutory Inspections

- 6.5 Regular inspection and testing of equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be logged on the Trust's Estates Management Software by the **competent person**.
- 6.6 The **competent person** is responsible for identifying all equipment and ensuring that any training or instruction needs, or personal protective equipment requirements are identified. The **competent person** will ensure that the relevant risk assessments are conducted where required.
- 6.7 Equipment restricted to those users who are authorised or have received specific training is detailed in the register and labelled accordingly.
- 6.8 All staff are required to report any problems found with equipment to the **competent person** and logged on the Trust's Estates Management Software. Defective equipment will be clearly marked and taken out of service by storing in a secure location, pending repair or disposal.

Curriculum Areas

- 6.9 All members of staff are responsible for ensuring maintenance requirements for equipment in their areas are identified to the **Site team/Facilities Lead**, implemented and recorded.

Electrical Safety

- 6.10 All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the **competent person**.
- 6.11 All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by a **PAT testing contractor** or **competent person** annually.
- 6.12 The **competent person** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.
- 6.13 Personal equipment items (electrical or mechanical) should not be brought into the Trust without prior authorisation and must be subjected to the same tests as other equipment. A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5-year cycle.

External Play Equipment

- 6.14 External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects.
- 6.15 An appointed approved contractor will conduct a formal inspection of the equipment annually or in line with the manufacturer's warranty.

7. Inspection of Emergency Equipment

- 7.1 The **competent person** is responsible for ensuring that the following inspections and maintenance are undertaken, recorded and uploaded onto the Trust's Estates Management Software.

Fire Alarm System

- 7.2 Fire alarm call points will be tested weekly in rotation; individual call points should be tested as a minimum of one per term. The weekly testing regime will be defined by each school/academy.
- 7.3 Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

Fire Extinguishers and Blankets

- 7.4 **Weekly in-house** checks are conducted to ensure that all firefighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.
- 7.5 Contractors undertake an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the **competent person** for replacements.

Emergency Lighting Systems

- 7.6 Emergency lighting will be checked by the **site team each month**; this must be logged on a register at each site. Annually, the contractor will conduct a full discharge test and certification of the systems.

Means of Escape

- 7.7 The **competent person** will carry out regular checks for any obstructions on exit routes and will ensure all exit doors are operational and available for use.

Safety Clearways

- 7.8 Corridors, stairwells and doorways must be kept free of obstructions and properly lit.

Good Housekeeping

- 7.9 All passageways and storage areas must remain clean and tidy. At no time should any items be stored in the vicinity of heat-producing equipment. Routine inspections of internal and external areas will be conducted by the **site team**. However, it is important that **ALL** staff take a proactive approach to good housekeeping, to promote a safe and healthy working environment.

8. Maintenance of the Premises

- 8.1 When undertaking construction or maintenance work, the school will do so in accordance with the Construction (Design and Management) (CDM) Regulations 2015.

- 8.2 Construction work means the carrying out of any building, civil engineering or construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation of the site or structure for use or occupation
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
- 8.3 The **COO** will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.
- 8.4 The **COO** will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the Health and Safety Executive (HSE).
- 8.5 The **COO** will ensure that:
- The principal designer and principal contractor are provided with a 'client brief' alongside The Construction, Design and Management Regulations 2015 (CDM) 'Pre-construction information' at the earliest opportunity. This should include the following:
 - What the school/academy would like to be built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
 - The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance to begin until this is in place
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communications, cooperation and coordination between all members of the project team

- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts
- Following completion of the project, the health and safety file is handed over to the **Headteacher/Principal**, kept up-to-date by the **SSM**, and is made available to anyone who needs to alter or maintain the building.

- 8.6 The **COO** or **TOM** will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.
- 8.7 When the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.
- 8.8 Lettings are managed by each individual school/academy. The **nominated person** will ensure that the hirer of any Trust premises, for any event, is aware of their obligations under Health and Safety legislation and the Trust's **Health and Safety Policy & Procedures Manual**.

9. Health and Safety Monitoring and Inspection

- 9.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place: this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Annual audits, including fire risk assessments and health and safety audits
 - Termly inspection of premises, plants and equipment
 - External measures, such as surveys by contractors and service providers, along with Environmental Health and Ofsted
 - Reports and updates to the **Headteacher/Principal**
- 9.2 An inspection of the site will be conducted termly and will be undertaken by the **competent person**. This inspection will be documented on the **Site Premises Workplace Inspection form** (as detailed in [Appendix 3](#)) and uploaded onto the Trust's Estates Management Software.
- 9.3 The **Site Premises Workplace Inspection form** must be available for random 'spot checks' by the school/academy's senior leadership team, **Facilities Lead** or **TOM**.
- 9.4 Responsibility for following up any actions detailed in the **Site Premises Workplace Inspection form** will be with the **competent person**.
- 9.5 It is everybody's responsibility to carry out routine inspections of their own areas, bringing any Health and Safety issues as they arise to the attention of the **competent person/Site team/Facilities Lead** (York/Hull).
- 9.6 Should a significant risk be found at the school/academy, this must be reported to the **TOM** or **Facilities Lead**, via email immediately for information and inclusion within the respective school/academy's **Risk Register**. Where applicable, this should include an associated action plan to reduce the risk or preventative measures in place to limit risk.

9.7 The **Risk Register** is reviewed by the Trust's **Resources Committee** as a standing item at every meeting.

10. Training

- 10.1 Each school/academy, in liaison with the **Facilities Leads**, will ensure that staff members are provided with the health and safety training they require for their job role. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 10.2 The **Headteacher/Principal** will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 10.3 The **Headteacher/Principal** will ensure that there are a number of first-aid trained staff members.
- 10.4 Staff members will be provided with regular training opportunities and have access to support where needed.
- 10.5 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school/academy.
- 10.6 Staff will be trained on how to assess risks specific to their role.
- 10.7 The **SSM** will ensure staff know how to meet their duties outlined in this policy.
- 10.8 It is the responsibility of employers to ensure that their staff are adequately trained on what to do in the event of fire. Information should be given upon induction. Refresher training should be given at least once per year. The Local Authority offers training annually as part of the Trust's Health and Safety package. On-line fire safety training is a cost-effective way for employers to fulfil their legal obligation to provide employees with the necessary understanding of fire awareness. A record should be kept in some form of log book with the **competent person** and will also be reflected on the school/academy's **Training Tracker** overseen by the Trust's **Compliance Officer**.
- 10.9 Where relevant to their role, staff will receive specific training in*:
- Using machinery
 - Managing asbestos
 - Manual Handling
 - Working at Height
 - Lone Working
 - Fire Safety / Fire Awareness
 - Fire Warden
 - COSHH
 - First Aid
 - Educational Visits Coordinator (EVC)
 - MiDAS Certificate
 - Legionella Awareness

- Slips, Trips and Falls
- Electrical Safety
- PUWER Awareness
- Use of PPE

**Please note this list is not exhaustive.*

10.10 The Health and Safety Law poster is displayed in reception at each school/academy.

10.11 **Health and Safety Training**

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc)
- Refresher training where required

10.12 An up-to-date record of all instruction and training given to staff members will be maintained. Training records will be kept with the **competent person**. The **competent person** is responsible for coordinating Health and Safety training needs and for including details in the training and development plan for each school/academy. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

10.13 The **TOM** is responsible for assessing the effectiveness of training received as a Trust; the **Headteacher/Principal** is responsible for ensuring effectiveness on a local basis.

10.14 Each member of staff is also responsible for drawing the **Headteacher/Principal's** or **Line Manager's** attention, to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

11. **First Aid**

11.1 The Trust has assessed the need for first aid provision, both on site and where required for trips/visits and extra-curricular activities.

11.2 First aid qualifications remain valid for 3 years. The **competent person** will ensure that refresher training is organised, to maintain competence. The **competent person** should ensure that new persons are trained should first aiders leave employment.

First Aid boxes

11.3 Each school/academy provides a **nominated appointed first aider** who is responsible for regular checks (monthly) of the contents of first aid boxes/eye wash bottles (including travel kits and, if applicable, those in school/academy vehicles) are complete and replenished as necessary.

Transport to Hospital

- 11.4 Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils. If a person being transported to hospital is a pupil and their parent/carer has not arrived at the school/academy, a member of staff will accompany the pupil until such time as they arrive.
- 11.5 Any person suffering from a serious injury or admitted to hospital is reportable under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 11.6 **In an emergency - any involved persons with access to a telephone must dial 999 immediately.**
- 11.7 The school/academy will act in accordance with the Trust's **First Aid Policy** at all times.
- 11.8 The school/academy will ensure there are ample provisions of both trained personnel and first-aid equipment on-site.
- 11.9 **[Primary Schools only]** The school/academy will teach pupils basic first aid, such as dealing with common injuries.
- 11.10 **[Secondary Schools only]** The school/academy will teach basic first aid in line with the Relationships and Sex Education (RSE) and Health Education statutory guidance for teachers. Pupils should have an understanding of basic treatment for common injuries, life saving skills, including how to administer CPR, the purpose of defibrillators and when one might be needed.
- 11.11 Please refer to [Appendix 1](#) for details of staff members who are trained first aiders.
- 11.12 Please refer to [Appendix 1](#) for details of where first aid boxes are located and the named staff responsible for their secure storage and use.

12. Medication

Administration of Medicines

- 12.1 The Trust's **Supporting Pupils with Medical Conditions and Administering Medication Policy** will be read, understood and adhered to at all times by relevant personnel.
- 12.2 No member of staff will administer any medication unless a request form has been completed by the parent/carer, and the medication is accompanied by an appropriate prescription.
- 12.3 Only trained staff will administer medication.
- 12.4 Administrators are responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to a dose being administered.
- 12.5 Records of administration will be kept by **First Aid Coordinators**. Records will be checked prior to administering any non-prescription medication.
- 12.6 All non-emergency medication is securely stored in the school/academy's medicine refrigerator. This should be kept locked at all times with access strictly controlled by the **First Aid Coordinator**.

- 12.7 Where pupils need to have immediate access to emergency medication i.e. asthma inhalers, epipens, etc., it will be clearly labelled within the First Aid cupboard.

Individual Health Care Plans (IHCPs)

- 12.8 Parents/carers are responsible for providing the school/academy in question with up-to-date information regarding their child's health care needs and providing appropriate medication.
- 12.9 Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.
- 12.10 These plans will be completed at the beginning of the academic year, when the pupil enrolls, or upon diagnosis being communicated to the school/academy. The health care plans will be reviewed annually by the relevant department.
- 12.11 All staff members are made aware of any relevant health care needs and copies of health care plans are available from the relevant department.
- 12.12 Staff will receive appropriate training related to the health conditions of students and the administration of medicines.

13. Contacting the Emergency Services

- 13.1 Staff will contact the emergency services in an emergency.
- 13.2 Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using an appropriate method of communication.
- 13.3 Where an ambulance is called for a pupil, the office staff will contact the pupil's parents/carers.
- 13.4 Where necessary, all pupils will be evacuated from the building and be taken to the designated emergency assembly point. Please refer to [Appendix 1](#) for further details about the location of assembly points.
- 13.5 Staff will be aware of any pupils who have specific evacuation needs.
- 13.6 Staff will be responsible for the safety of pupils and responding to any questions from the emergency services to the best of their ability.

14. Fire Safety

- 14.1 All staff members fully understand and effectively implement the school/academy's **Fire Evacuation Plan**.
- 14.2 Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

- 14.3 The school/academy will test evacuation procedures on a termly basis and when any significant changes have occurred on site and record the outcomes.
- 14.4 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 14.5 Firefighting equipment will be checked on an annual basis by an approved contractor.
- 14.6 Fire alarms will be tested weekly from different 'break glass' fire points around the school/academy, and records will be maintained and held in a designated office.
- 14.7 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 14.8 The school/academy will ensure that staff, pupils and visitors are safe and aware of the potential fire risks.
- 14.9 Emergency lighting will be subject to a full discharge test, carried out by an external contractor on an annual basis with certification, which will be retained in a designated office. A rolling programme is recommended for monthly testing on an ongoing basis by the **Site Team**.

15. Personal Safety and Lone Working

- 15.1 Staff should not be expected to put themselves in danger and the Trust will not tolerate violent or threatening behaviour towards any member of staff.
- 15.2 Staff will report incidents of violent/threatening behaviour to the **Headteacher/Principal** who will challenge inappropriate behaviour/individual conduct which compromises the provision of an environment in which pupils and staff feel safe. The Trust will work in partnership with the Police where relevant.
- 15.3 For the purpose of this policy, '**lone working**' refers to situations where staff, in the course of their duties, work alone either on or off the school/academy premises and are physically isolated from colleagues; possibly without immediate access to assistance in the event of an incident or emergency.
- 15.4 It is possible for a staff member to be 'lone working' whilst other staff members are in the same building.
- 15.5 **Categories of Lone Workers:**
- Staff responsible for opening, closing and securing the site
 - Cleaning staff
 - Staff who work in an isolated part of the building/grounds
 - Staff responding to an alarm call out of normal working hours
 - Staff carrying out security checks during weekends and holidays
 - Staff working during holiday/weekend periods (skeleton staff)
 - Contractors working on site during the weekends and holiday periods

- Staff carrying out duties off-site (i.e. home visits)

15.6 Staff members are discouraged from working alone. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Procedures for Lone Workers

15.7 A record will be kept in the **Headteacher/Principal's** or **competent person's** office containing details of all staff members who regularly undertake lone working, including the type of work, place of work and usual times.

15.8 During working hours, all lone workers leaving their designated workplace will inform their line manager of their whereabouts and estimated time of arrival back at the school/academy.

15.9 During educational visits/trips or home visits, if a lone worker's plans change significantly, they will contact the designated person to inform the school/academy of any changes to their schedule.

15.10 All lone workers must ensure that they have access to a mobile phone and any other personal safety equipment that may be necessary. Lone workers will ensure they have all of their provided personal safety equipment with them prior to lone working and that the equipment is in working order.

15.11 Lone workers will avoid organising meetings where they will be alone with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from their line manager who will make any arrangements to ensure the staff member's safety.

15.12 Lone workers will have access to adequate first aid facilities for treating minor injuries and training will be provided as required.

15.13 Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.

15.14 Each school/academy operates a 'buddy' system, whereby lone workers have a **designated person** (member of staff) that will:

- Be aware of the schedule and movements of the lone worker
- Have all necessary contact details of the lone worker
- Attempt to contact the lone worker if they have not returned to the school/academy premises and contact is not made as agreed
- Follow agreed escalation procedures and notify the **Headteacher/Principal** of any incidents/risk

15.15 Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.

15.16 Where there is a genuine concern about the whereabouts or safety of a lone worker, the **Headteacher/Principal** will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the **Headteacher/Principal** will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

Staff Responding to Call Outs

- 15.17 Nominated **key holders** who may be required to back up the nominated security company, attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- 15.18 Where a school/academy does not have a security company in place but has key holder response, the **key holder** should contact a second member of staff on call-out activation and inform them when on arrival and upon leaving the building. The **key holder** should complete the building check within a 15-minute timeframe.
- 15.19 Upon a confirmed intruder activation, the **key holder** will inform the Police and arrange to meet on the school/academy premises.

Home Visits

- 15.20 Lone workers will consider the following before conducting a home visit:
- Is the home visit absolutely necessary, or is there another more appropriate way of dealing with the issue? (e.g. requesting parents/carers to visit the school premises)
 - Do school records reflect any violent incidents that have been recorded at the address?
 - Who might be present at the address and whether they are known to the school?
 - Is it possible to conduct a home visit with a colleague if there is any uncertainty of risk?
- 15.21 If the lone worker has any safety concerns - they must raise this with their **Line Manager** who will arrange for additional precautionary measures to be put in place, as the personal safety of staff is paramount.
- 15.22 A list of home visits is kept securely by the **designated person**. This record includes details of the following:
- The address the lone worker is visiting
 - Details of the persons whom they are visiting (or intending to visit)
 - A known contact number for the lone worker and for the persons they are visiting
 - Approximate time of arrival at the pupil's address and the length of time the lone worker expects to be there. Appointment times should be adhered to where possible
- 15.23 Visits deemed high risk, e.g. where there is a known history of violence or the location is cause for concern, no lone working should be undertaken. In these cases, the lone worker may request a meeting in a more suitable location or to be accompanied by another member of staff. A Risk Assessment should be undertaken where necessary.
- 15.24 Before commencing a home visit, the lone worker will:
- Ensure they have their ID badge and any relevant documentation required to identify themselves
 - Ensure they are in possession of a charged mobile phone containing the telephone number of the **Headteacher/Principal** or designated person in case of an emergency
 - Assess the pupil's record and report any safeguarding concerns to the **Designated Safeguarding Lead (DSL)**. Should the lone worker feel unsafe they should not commence a home visit
 - Consider the weather and whether this could have an adverse effect on safe travel to and from the home visit

- Park within easy access for exiting (e.g. facing their vehicle at the point of exit) in the event of an emergency
- Carry out a '10 second risk assessment' when they first arrive at the location. If the lone worker senses that they could be in danger, they must not enter the home and will make alternative arrangements to meet with the parent/carer

15.25 Once at a home visit, the lone worker will:

- Ensure that they shut the door behind them and make themselves familiar with the door lock, in case an emergency exit is required
- Be aware of any animals in the house and ask for them to be secured in a separate room where possible
- Not position themselves in the corner of a room or in a situation where it is difficult to escape

15.26 After the home visit, the lone worker will:

- Log the visit through CPOMS or other relevant systems, reporting incidents (such as accidents, near misses and threatening situations) to the **Headteacher/Principal** or **designated person**

Safeguarding

15.27 No lone working should take place where any member of staff has to work with pupils where any kind of physical restraint is required.

15.28 If a lone worker is required to conduct one-to-one sessions with pupils, the following guidelines will be adhered to:

- A full and appropriate risk assessment will be undertaken prior to any sessions taking place
- The Trust's **Safeguarding and Child Protection Policy** will be adhered to at all times
- Meetings or sessions will never be held in remote or secluded areas off or on site
- At least one other member of staff will be informed of when and where a one-to-one session is taking place
- Doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window and there are no signs present on the door
- When holding the session, the worker will talk to the pupil with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact
- If a pupil becomes emotionally distressed or angry, the worker will seek assistance and a record will be kept of the incident

15.29 Any allegations against a lone worker will be dealt with in line with the Trust's **Safeguarding and Child Protection Policy**.

16. Accident Reporting

16.1 All accidents and incidents, including near-misses, will be reported as soon as possible to the **Headteacher/Principal** or where applicable, the **SSM** and recorded on the Trust's Estates Management Software. North Yorkshire Education Services' accident and incident reporting tool should be used to record more serious incidents and dangerous occurrences, such as broken bones/fractures or any incident which is likely to lead to a hospital visit or further treatment.

16.2 Any major incident, such as where an accident is fatal or a 'major injury' is sustained, as outlined by the HSE, the employee first on the scene will inform the **Headteacher/Principal** or the **COO immediately** in line with the Trust's **Crisis Management Plan, Policy and Procedures**.

16.3 Each school/academy will record and report minor work-related injuries to staff members or pupils via the Trust's Estates Management Software.

Accidents to Employees

16.4 All accidents involving staff employed by the Trust, no matter how minor, and including 'near misses', must be reported to the **competent person**. All accidents involving pupils and other non-employees must be recorded on North Yorkshire Education Services' accident and incident reporting tool.

16.5 More significant incidents as detailed below must also be reported to the **competent person**, who in turn will inform the **Headteacher/Principal, COO and TOM**:

- Major injuries
- Accidents where significant first aid treatment has been provided
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents arising from premises/equipment defects

16.6 All major incidents will be reported to the **Headteacher/Principal** and the **Board of Trustees** via the **COO/CEO**. Parents/carers will be notified immediately of all major injuries.

16.7 The **COO**, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

16.8 Incidents involving a fatality or major injury will be reported to the **TOM** and the **Headteacher/Principal**, via the Trust's outsourced provision.

Reportable under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

16.9 Incidents resulting in the following outcomes must be reported to the **SSM**, via the Trust's North Yorkshire Education Services accident and incident reporting tool. The incident may need reporting, and upon instruction, reports should be made to the HSE via their online reporting system (www.hse.gov.uk/riddor) within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays)

17. Significant Accidents

- 17.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. Each accident/incident is reported to the **TOM** in the first instance and then recorded via North Yorkshire Education Services' accident and incident reporting tool. The Local Authority, in collaboration with the **TOM**, records the reportable incidents/accidents on the HSE portal.
- 17.2 The 'specified injuries' which must be reported include the following:
- Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the incident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- 17.3 Additional reportable occurrences include the following:
- The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipework
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
 - Any accidental release of a biological agent likely to cause severe human illness
 - Any collapse or partial collapse of scaffolding over five metres in height
 - When a dangerous substance being conveyed by road is involved in a fire or is released
 - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours
 - Any sudden, uncontrolled release in a building of: 200 kg or more of flammable liquid, 10 kg or more of flammable liquid above its boiling point, 10 kg or more of flammable gas, or 500 kg or more of these substances if the release is in the open air
 - Accidental release of any substances which may damage health
 - Serious gas incidents
 - Poisonings
 - Skin and lung diseases
 - Infections

- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

17.4 The school/academy will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

17.5 Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

18. Accident Investigation

- 18.1 All accidents, however small, will be investigated by the **Headteacher/Principal** or where applicable, the **SSM** and outcomes are recorded via the Trust's **Health and Safety Investigation Report** template.
- 18.2 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 18.3 The **TOM** will undertake periodic evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

19. Incident Reporting Procedures

- 19.1 Should an incident require reporting to the HSE, the **Headteacher/Principal** or where applicable, the **SSM**, will advise the **TOM**. All reports should be made as soon as is reasonably possible and recorded on North Yorkshire Education Services' accident and incident reporting tool.
- 19.2 North Yorkshire Education Services will provide advice and confirm whether or not reporting should be made via the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 19.3 Fatal and specified injuries must be reported as above.

20. Reporting Hazards

- 20.1 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

- 20.2 Reporting should be conducted verbally to the **SSM** as soon as possible who will then inform the **Headteacher/Principal**, as appropriate. The report will be recorded on the Trust's Estates Management Software with appropriate actions.

21. Bomb Threat Procedure

- 21.1 All staff members are expected to read, understand and effectively implement the Trust's **Crisis Management Plan, Policy and Procedures**.
- 21.2 In the event of an emergency, the school/academy will follow the lockdown procedures within the Trust's **Crisis Management Plan, Policy and Procedures**.
- 21.3 All staff members will be made aware of their responsibilities in line with the Trust's **Crisis Management Plan, Policy and Procedure** regarding the safe handling of bomb threats. Further advice and guidance can be sought from the **COO**.
- 21.4 The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 21.5 Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 21.6 The staff member receiving the call will contact the **Headteacher/Principal** or **COO** immediately.
- 21.7 The **Headteacher/Principal** or **COO** will decide whether or not to evacuate the building.

22. Emergency Procedures

- 22.1 Fire and emergency evacuation procedures are displayed around the school/academy.
- 22.2 A copy of the relevant site plan should be displayed immediately next to the door frame on the side that opens within classrooms/offices/meeting rooms/hall doors, from the internal aspect, clearly detailed in **red** the primary route and in **blue** the secondary route from the location. This plan should be accompanied with the site evacuation notice.
- 22.3 These procedures will be reviewed annually or in the event of an incident or any layout or building alterations.
- 22.4 Evacuation procedures are also made available to all contractors or visitors.
- 22.5 Emergency exits, fire alarm call points, assembly points should be clearly identified by safety signs and notices around the school/academy.
- 22.6 Details of service isolation points (i.e. gas, water, electricity) should be highlighted on the site plans displayed in close vicinity of the Fire Alarm Panel in reception. This should include a register of chemicals and flammable substances on site.

- 22.7 Emergency contact and key holder details are maintained by the **competent person** and held within the Trust's **Crisis Management Plan, Policy and Procedures**.
- 22.8 Persons who have a disability which affects their mobility may require a Personal Emergency Evacuation Plan (PEEP). Other categories of persons who may require assistance in the event of a building evacuation may include, for example, those with visual or hearing disabilities.
- 22.9 A PEEP will be drawn up by the **Pastoral/Welfare team**. Pupils/Parents/Carers, staff or visitors requiring a PEEP have a responsibility to inform the school/academy of their requirements for assistance in an evacuation. Schools/academies are responsible for ensuring any persons within their area who require assistance to evacuate a building in an emergency have a PEEP drawn up.

23. Fire and Emergency Evacuation

- 23.1 The school/academy will follow the procedure outlined in the Trust's **Crisis Management Plan, Policy and Procedures** and in the event of a crisis.
- 23.2 In the event of a fire, the school/academy's **Fire Evacuation Plan** will be implemented.
- 23.3 The **competent person** is responsible for ensuring the **Fire Risk Assessment** is undertaken and implemented. The Fire Risk Assessment is reviewed annually, or as often as the workplace changes.
- 23.4 If an evacuation is deemed necessary, the following procedure will take place:
- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed)
 - Take all essential personal items with them, to avoid unnecessary searching
 - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package)
 - Once the police have arrived, staff will await further instructions from the emergency services
- 23.5 **Fire Drills**
- Fire drills will be undertaken **3 times per year** and results recorded; evacuation timings must be recorded
 - The first fire drill of the academic year **must** take place within the first 2 weeks of term to ensure that all new students are aware of procedures
 - **Fire Safety Officers** (Wardens) will wear high visibility jackets during all evacuation procedures
- 23.6 **Fire Fighting**
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire
 - The safe evacuation of all children, visitors and staff is an absolute priority
 - Staff may only attempt to deal with small fires, if it is safe to do so, without putting themselves at risk, using portable fire fighting equipment

- Staff members are to be aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use

24. Visitors to the School/Academy

- 24.1 All visitors will sign in to reception. Further information regarding the school/academy's visitor procedures can be found within the Trust's **Safeguarding and Child Protection Policy**.
- 24.2 Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Unless the school is unoccupied or full DBS has been seen and certified visitors and contractors must be accompanied.
- 24.3 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices.
- 24.4 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 24.5 Visitors and contractors will wear a visitor's badge at all times whilst on school grounds.
- 24.6 Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 24.7 Temporary teaching staff and assistants will report to reception on arrival and sign in using the appropriate method.
- 24.8 Staff members who encounter an unidentifiable visitor will enquire if they require assistance, and direct them to reception or off site.
- 24.9 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help from senior colleagues in the first instance.

25. Contractors

- 25.1 All contractors used by the Trust shall ensure compliance with relevant Health and Safety legislation, guidance and good practice. They must hold an up-to-date Liability Insurance (minimum £5M), suitable qualification, and provide an up-to-date DBS certificate for every operative who will be on site. To work unsupervised on any site contractors must provide an Enhanced DBS certificate.
- 25.2 All contractors must report to reception, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions, as appropriate.
- 25.3 The **competent person** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.

Trust Managed Projects

- 25.4 Where the Trust undertakes projects directed by the **Board of Trustees**, the Board is considered the 'client' and therefore have additional statutory obligations.
- 25.5 Such projects are managed by the **COO/TOM** who will ensure that the Board's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM 2015 regulations will apply.
- 25.6 Contractors will be asked to provide risk assessments, method statements and Health and Safety Plans specific to the site and works to be undertaken. The Trust, contractor(s) and any subcontractor(s) involved will agree to the risk assessment and safe systems of work to be used prior to works commencing on site. On completion of all works, the contractor is to provide a Health & Safety file/O&M Manual.

26. Housekeeping and Cleanliness

- 26.1 Contract cleaners will be monitored by the **SSM/Site Team**. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 26.2 Special consideration will be given to hygiene areas.
- 26.3 Waste collection services will be monitored by the **SSM/Site Team**.
- 26.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 26.5 The **Headteacher/Principal** is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in when the external air temperature is -1. Each school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Safe Working Temperatures	
Relates to Statutory Legislation: The Education (School Premises) Regulations 1999	
Areas	Temperature (°C)
Where there is below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21
Where there is a normal level of physical activity associated with teaching, private study or examinations	18
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15

27. Infection Control

- 27.1 The school/academy actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- The support of routine immunisation programmes in accordance with NHS professionals and with the prior consent of parents/carers

27.2 The school/academy employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring, where applicable, that there is sufficient anti-bacterial wash or hand wash, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach and pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

27.3 Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc, will be sent home and recommended to see a doctor.

27.4 All staff are subject to a full occupational health check before starting employment at the school/academy.

27.5 All cuts and abrasions will be covered with waterproof dressings.

27.6 The school/academy will ensure that arrangements are in place to minimise any pupil health risks.

27.7 Hand sanitisers are available around the school/academy.

28. Pest Control

28.1 Vermin is the general term applied to animal and bird species regarded as pests and especially to those associated with diseases. Certain parts of schools, for example, kitchens, food stores and dining halls can provide ideal conditions for certain pests and vermin.

- 28.2 Robust cleaning measures will be in place and effective waste management practices will be implemented throughout the school.
- 28.3 The **SSM/Site Manager** should liaise with relevant external agencies, including the Local Authority's Environmental Health Officer.
- 28.4 The **Site Manager** should conduct periodic checks of areas which are at risk of infestations for evidence of the presence of pests, including roofs, kitchen areas, grass areas, and areas where waste and refuse are stored.
- 28.5 All staff should report concerns about pest control to the **SSM/Site Manager**, including potential sightings of pests, evidence of pests and/or infestations.
- 28.6 The **SSM/Site Manager** will be aware of the common pests that are found in the UK, including, but not limited to, the following:
- Ants
 - Cockroaches
 - Fleas
 - Flies
 - Mice
 - Pigeons
 - Rats
 - Wasps

Handling Infestations

- 28.7 The **SSM/Site Manager** will determine whether the area needs to be closed to pupils and staff based on the risks posed by the infestation and the pest control methods required. Where the infestation is particularly hazardous or affects a large portion of the site, the **Headteacher/Principal** in collaboration with the **CEO**, will decide whether it is necessary to close the school/academy/specific area, e.g. kitchen, until the infestation has been eradicated.
- 28.8 The **SSM/Site Manager**, with support from the Central Operations Team, will determine whether the infestation can be managed internally or whether a professional pest control contractor needs to be brought in. The **SSM/Site Manager** will contact the LA's Environmental Health Officer where necessary. Where a contractor needs to be used, the school/academy will only hire a reputable organisation.
- 28.9 The **SSM/Site Manager** will also ensure the follow actions based on specific pests are implemented:
- **Ants** – if large numbers of ants' nests are found, the **SSM/Site Manager** will contact a professional pest control contractor
 - **Bats** – bats can only be handled by those licensed to do so. If bats are found on or near the premises, the **SSM/Site manager** will contact the LA's Environmental Health Officer
 - **Wasps or Hornets** – the **SSM/Site Manager** will contact a professional pest control contractor to deal with a wasp or hornet infestation
 - **Bird Mites** – infestations of these are rare in schools/academies. **The SSM/Site Manager** will contact the LA's Environmental Health Officer who will recommend an approved specialist company to undertake the eradication
 - **Ticks** - ticks attach themselves to animals to feed, and will also attach themselves onto humans by transferring from vegetation. Pupils should be advised of how to avoid ticks wherever possible, and to check themselves for any ticks after any outdoor activities. Young children are more commonly bitten on the head or scalp, so they should be checked around the neck, behind the ears and along the hairline

- **Foxes** – if a fox den is discovered on the school site, the **SSM/Site Manager** will contact the LA's Environmental Health Officer

28.10 Once the pests have been eradicated and disposed of, the affected areas will be deep cleaned. Only after these actions have been undertaken will pupils and staff be permitted to reoccupy the areas.

28.11 Following an infestation, the **Headteacher/Principal** and **SSM/Site Manager** will discuss what improvements can be made to the school's pest control measures to prevent another infestation occurring.

Control Measures

28.12 Stop pests getting in with well fitted doors, covered drains or fly screens.

28.13 Look out for evidence of the presence of pests including droppings, tooth/gnawing marks on carpets and wiring, insect droppings and nests.

28.14 The **SSM/Site Manager** should take on the role of pest control monitoring and liaise with the LA's Environmental Health Officer.

28.15 Robust cleaning measures should be in place to avoid build-up of animal and bird droppings which can be harmful to health.

Management of Hazardous Substances

28.16 Where pests and infestations are dealt with internally, the school/academy will aim to use non-chemical methods of eradicating infestations where possible.

28.17 Use of chemicals will be done in line with manufacturers' guidelines and the safety of staff, pupils and visitors will be prioritised. Substances used by the school/academy for pest control are stored in a secure location, in line with the COSHH guidelines/information sheet. If a professional pest control contractor is used to manage an infestation, it will be their responsibility to ensure any materials used to eradicate the infestation are safely administered and disposed of.

29. Allergens and Anaphylaxis

29.1 Parents/carers are required to provide the school/academy 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 members are also required to provide the **Headteacher/Principal** with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

29.2 Under the Human Medicines (amendment) Regulations 2017, the school/academy is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The academy/school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

29.3 The **Headteacher/Principal** and catering team/contractor will ensure that all pre-packed foods for direct sale (PPDS) made on the academy/school site meet the requirements of Natasha's Law, i.e. the product

displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

29.4 The catering team/contractor will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law and can be found in the Whole School Food Policy, provided by the catering team/contractor.

29.5 Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. For further information, please refer to the Trust's **First Aid Policy** and the **Supporting Pupils with Medical Conditions and Administering Medication Policy**.

30. Smoking and Vaping

Every school/academy within the Trust are non-smoking premises and no smoking (including Vaping) will be permitted on any grounds.

31. Legionella

31.1 The Trust complies with advice on the potential risks from Legionella as identified in the HSE ACOP L8, the details of which are included in the school/academy's legionella procedures.

31.2 Each school/academy must have a Legionella Risk Assessment completed every 2 years. The **competent person** is responsible for ensuring that the identified operational controls are being conducted and recorded and uploaded onto the Trust's Estates Management Software.

31.3 This risk assessment should be reviewed where significant changes have occurred to the water system. The **competent person** will be responsible for undertaking basic operational controls in lieu of a legionella risk assessment being conducted and make necessary arrangements for correcting the following action points.

31.4 Operational checks include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- Conducting necessary water temperature checks (monthly). Should water temperatures be within 'risk' levels, checks should be adjusted to an appropriate frequency, i.e daily, weekly, etc
- Disinfecting / descaling showers, or other areas where water droplets are formed (quarterly if stored water, otherwise bi-annually
- Water tanks inspected for compliance and safety on an annual basis

31.5 Further information can be gained via the relevant Health & Safety Regulations at Work Act 1974 and the Management of Health & Safety at Work Act 1999.

32. Asbestos

32.1 An asbestos management plan is in place (where relevant/applicable) for each school/academy in accordance with HSE and DfE Guidance.

- 32.2 Each school/academy's asbestos register, management plan and record of inspections is retained in the Site Office and will be made available to all staff and contractors prior to ANY work commencing on the fabric of the building or fixed equipment (e.g. kilns). No work can commence until this log has been checked and permission to work given to confirm that those undertaking the work are fully aware of the location of all known asbestos.
- 32.3 **Please note:** even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.
- 32.4 Under no circumstances must staff drill or affix anything to walls or ceilings without first obtaining approval from the COO or their delegated member of staff.
- 32.5 Any damage to materials known or suspected to contain asbestos should be reported to the **competent person**, who will contact an approved contractor.
- 32.6 The Trust has asbestos-trained nominated staff in each school/academy, and refresher training is provided every 3 years unless significant change.
- 32.7 Those authorising work shall ensure:
- The asbestos management plan is maintained
 - That the asbestos log is consulted at the earliest possible opportunity in the planning process and that ALL work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work
 - A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the log (minimum of annually)

33. Asbestos Management

- 33.1 Please refer to [Appendix 1](#) for details of when an asbestos management survey was most recently carried out in accordance with HSE guidance.
- 33.2 An asbestos management survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 33.3 Risks arising from an asbestos management survey are identified and dealt with on a priority basis.
- 33.4 Further details concerning the management of asbestos can be found in the school/academy's Asbestos Management Plan.

34. Security and Theft

- 34.1 CCTV systems will be used to monitor events and identify incidents taking place.
- 34.2 CCTV systems may be used as evidence when investigating reports of incidents.

- 34.3 All schools/academies must strive to maintain a cashless environment. However, on occasions where it is held, money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 34.4 Money will be counted in an appropriate location, such as the school office/finance office, and staff should not be placed at risk of robbery.
- 34.5 Staff and pupils are responsible for their personal belongings and the school/academy accepts no responsibility for loss or damage.
- 34.6 Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 34.7 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 34.8 Missing or believed stolen equipment will be reported immediately to a senior staff member.
- 34.9 The school/academy will install access control and security measures to ensure the safety of the school/academy, e.g. security glazing on windows.
- 34.10 The school will ban individuals from the premises if they pose a risk to any member of the school community.
- 34.11 The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

35. Severe Weather

- 35.1 The **Headteacher/Principal** makes a decision on school/academy closure on the grounds of health and safety.
- 35.2 If a closure takes place, the **Headteacher/Principal** will inform the **CEO/COO** prior to a decision being made.

36. Vehicles on Site

- 36.1 Vehicular access to Trust premises is restricted to Trust staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them
- 36.2 Access to each school/academy site must be kept clear for emergency vehicles.
- 36.3 The vehicle access gate must not normally be used for pedestrian access.

37. Safe Use of Minibuses

- 37.1 Health and Safety Policy and Procedures concerning school minibuses are contained in the Trust's **Transport Policy**.
- 37.2 All schools must be in possession of a Section 19 Permit which relates to use of vehicles by educational and other bodies. The vehicles are able to carry no more than 16 passengers, excluding the driver. These permits are granted to organisations that operate vehicles without a view to profit to transport their members. Section 19 permit vehicles cannot be used to carry members of the general public.
- 37.3 As permit holder the **Headteacher/Principal** is responsible for ensuring the safe operation of vehicles, within the legal requirements and under a valid permit.
- 37.4 The **competent person** maintains a list of nominated drivers who have received training in order to drive a minibus. This information is recorded in the Trust's **Transport Policy**. Please refer to [Appendix 1](#) for a copy of this information.
- 37.5 The **competent person** is responsible for conducting an **annual** check of nominated drivers' driving licences.
- 37.6 The **SSM/Site Team** is responsible for arranging the annual maintenance of any Trust owned/leased vehicles, including MOTs and road tax (finance department).
- 37.7 The **SSM/Site Team** should ensure that:
- All nominated drivers are suitably trained (MIDAS) and correctly licensed
 - Drivers take appropriate breaks
 - The vehicles are maintained in a safe and roadworthy condition
 - The vehicles are insured and the insurer is aware that the vehicles are not operated with a view to profit
 - The DVLA or designated body are informed of any changes such as change of name of the organisation
- 37.8 All drivers must be aged 21 years or over and hold a full driving licence in Category D1 (previously known as Group B before 2013) or another category permitting them to drive a 16 passenger vehicle. Any non-employees must have held this category of licence for at least two years prior to driving the minibus.
- 37.9 All mini-bus drivers must undertake MIDAS training (minibus driver awareness scheme). Drivers will supply a photocopy of their driving licence and Driving Licence Check code (www.gov.uk) – printed confirmation sheet.
- 37.10 All nominated drivers are responsible for the undertaking of pre-user checks on the vehicles, using the vehicle check books, and ensuring that the Trust's operation of minibuses follows current guidance from the DVLA. Any defects must be reported immediately to the **competent person** and the Trust owned/leased vehicle must not be used until the defect is corrected.
- 37.11 Internal damage to the Trust owned/leased vehicle is the responsibility of the individual. The school/academy will decide who is responsible for covering the cost of any repairs.

- 37.12 The Trust owned/leased vehicle will carry strictly no more than one person per seat and seat belts will be worn at all times.
- 37.13 Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school, generally via the school/academy's vehicle log book.

38. Manual Handling

- 38.1 According to the Manual Handling Operations Regulations 1992, manual handling is defined as **“any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.”**
- 38.2 Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture held whilst performing a task.
- 38.3 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 38.4 The Trust will, as far as practicable, reduce the need for members of staff to carry out manual handling tasks that involve a risk of injury. The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.
- 38.5 All manual handling activities which present a significant risk to the health and safety of staff will be reported to the **competent person**. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.
- 38.6 Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
- 38.7 Where possible, pregnant members of staff will not be assigned manual handling tasks. Where this is unavoidable, pregnant members of staff require risk assessments to be carried out for six months before and reviewed after childbirth, in order to ensure physical injury does not occur during manual handling procedures. Pregnant members of staff will not participate in any manual handling which causes them, or the **SSM/Site Manager** any concern.
- 38.8 The school will ensure that manual handling needs are considered in any refurbishment and construction plans.
- Paediatric Moving and Handling**
- 38.9 All staff who move and handle pupils/staff have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment (e.g. hoists, slings etc) they are required to use).

- 38.10 Where manual handling involves assisting and/or moving a pupil, moving a pupil from a chair to a wheelchair, the staff member(s) involved will always refer to the pupil's Individual Care Plan to ensure that correct equipment and instructions are used. Moves will be planned in advance to ensure that any equipment needed is available and ready to use at all times.
- 38.11 All moving and handling of pupils must be risk-assessed and recorded by a competent member of staff.
- 38.12 Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.
- Risk Management**
- 38.13 Consider risks arising from:
- The task
 - The load
 - The working environment
 - Individual capacity
 - Any materials handling equipment or handling aids used
 - How you organise and allocate work
 - The pace, frequency and duration of the work
- 38.14 Make sure the requirements of personnel who may be especially at risk, for example:
- New or expectant mothers
 - People with disabilities, which may make it more difficult to do a particular task
 - Those returning to work after a recent manual handling injury, who may be on a phased return to work
 - Inexperienced new, young or temporary workers
 - Older workers
 - Contractors, homeworkers or lone workers
 - Migrant workers who may not have English as their first language
- 38.15 Generic risk assessments for regular manual handling operations are undertaken and staff are provided with training where required and information on safe moving and handling techniques.
- 38.16 Once a risk assessment has been carried out, control measures to manage the relevant risks will be put in place. These will include:
- Changes to the workplace and systems of work
 - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these
 - Training and education appropriate to the task
- 38.17 Once control measures are in place, they will be monitored by the **SSM/Site Manager** to ensure they are reducing the risk of injury and being used correctly.
- 38.18 Reports will be provided to all relevant members of staff, and the **SSM/Site Manager** will keep a central record of all the reports.

Reducing Risk

- 38.19 Procedures will be followed to ensure risks are reduced as is reasonably practicable. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.
- 38.20 The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.
- 38.21 Practical and workable solutions will be provided to improve the effectiveness of working practices.
- 38.22 Tasks requiring manual handling of any large or heavy items will be planned before any handling is attempted. Trolleys and other handling aids or hoists will be used wherever possible to move items.

39. Working at Height

- 39.1 Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. Training should be provided to the relevant staff if required.
- 39.2 When working at height, (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.
- 39.3 Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders/stepladders and is available from: <http://www.hse.gov.uk/pubns/indg405.pdf>.
- 39.4 Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.
- 39.5 The establishment's nominated person(s) responsible for work at height is the **competent person**. The nominated person(s) shall ensure:
- All work at height is properly planned and organised
 - The use of access equipment is restricted to authorised users
 - All those involved in work at height are trained and competent to do so
 - Risks from working at height are assessed and appropriate equipment selected
 - A register of access equipment is maintained and all equipment is regularly inspected and maintained
 - Any risks from fragile surfaces are appropriately controlled

Working at Heights Procedure

- 39.6 Working at height will be avoided where possible, but where work at height cannot be avoided, control measures will be implemented to ensure the risk and consequences of falls are prevented as much as possible. These measures will be implemented on a case-by-case basis, but may include:
- Taking into account weather conditions that could compromise safety
 - Undertaking as much work as possible from the ground

- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one is likely to be injured
- Ensuring that workers can get safely to and from where they work at height
- Ensuring equipment is suitable, stable and strong enough for the job, and maintained and checked regularly
- Storing materials and objects safely to ensure they will not cause injury if they are disturbed or collapse
- Workers ensure that they do not overload or overreach themselves when working at height
- Taking precautions when working on or near fragile surfaces
- Considering emergency evacuation and rescue procedures

- 39.7 It is the responsibility of the individual concerned to ensure all necessary precautions and safety measures are adhered to at all times, in accordance with their instructions and training.
- 39.8 Any person who becomes aware of circumstances involving work at height, where the existing control methods are ineffective must inform the **Headteacher/Principal** or **SSM/Site Manager** as soon as possible.
- 39.9 Risk assessments will cover all work currently undertaken at height, or proposed to be, where the risk may be increased by the work activity itself, or the lack of available assistance should something go wrong. Once relevant tasks are identified, the following will be considered:
- Plant and equipment: Plant and equipment used by individuals working at height will be assessed for suitability and safety
 - Access and egress: Some work at height may require access to locations that are difficult to access or egress
 - Lone working: Work at height will not be undertaken when working alone

Work Equipment

- 39.10 Work equipment will be assembled and/or installed according to the manufacturer's instructions. Where the safety of the work equipment depends on how it has been installed and/or assembled, the **Headteacher/Principal** will ensure it is not used until it has been inspected in that position by a **competent person**.
- 39.11 Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, will be inspected at suitable intervals appropriate to the environment and use. A record will be maintained of any inspection for types of work equipment, including guard rails, toe-boards, barriers or similar collective means of protection, and working platforms, both fixed and mobile.

Ladders

- 39.12 There are many types of and sizes of ladders - portable, step, suspended, interlocking, extension, mobile and fixed ladders.

- 39.13 They must comply with the Work at Height Regulations 2005. Ladder inspections should be carried out on an annual basis by a **competent person** and recorded and uploaded to the Trust's Estates Management Software.
- 39.14 Ladders are classified as work equipment under the Provision of Use of Work Equipment Regulations 1998 (PUWER) and therefore must be suitable for the intended task.
- 39.15 If ladders are to be used to work from make sure:
- A secure handhold and secure support are available at all times, e.g. 3 points of contact
 - The work can be reached without stretching
 - The ladder can be secured to prevent slipping

Working Platforms

- 39.16 Working platforms used for construction work and from which a person could fall more than two metres will be inspected:
- After assembly or installation in any position
 - After any event liable to have affected its stability
- 39.17 Where it is a mobile platform, a new inspection and report will not be required every time it is moved to a new location on the school premises. Working Platforms will be inspected on a biannual basis by a qualified engineer.
- 39.18 Note: Chairs and desks are NOT suitable equipment for working at height.

Risk Assessment

- 39.19 The Working at Height risk assessment will include the following considerations:
- The safety of pupils, staff, visitors, contractors and the general public
 - The hazardous nature of any general work at height on the site, e.g. environmental conditions
 - The required competency level of staff to undertake work at height
 - The required level of competence and ability to use access equipment
 - The required level of supervision
 - The safest equipment to use on site
 - The condition of access equipment and its maintenance
 - Other methods of safe access for higher risk or time-consuming jobs at height

Control Measures

- 39.20 In order to manage general risks, the following control measures will be put in place. Members of staff working at height will:
- Not undertake work for which they are not trained
 - Take reasonable care of their health and safety
 - Not put themselves in danger
 - Know, and follow, safe working procedures
 - Never rush or cut corners
 - Follow reasonable targets
 - Stop for regular breaks and, if possible, change activity after prolonged periods

- Inform the **Headteacher/Principal** of any relevant medical conditions
- Inform the **Headteacher/Principal** of any hazards or accidents encountered

39.21 The following communication procedures will also be put in place:

- The worker will carry a mobile telephone at all times when working at height
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the headteacher, their nominated person, or the emergency services

39.22 First aid kits will be made available throughout the premises. Their locations will be communicated to all members of staff.

40. Animal Handling

- 40.1 Animals may be present in the school/academy for educational purposes e.g. for use in biology lessons or specific courses such as Animal Care. The Animal Welfare Act 2006 places a duty on schools/academies to make provision for the welfare of any animal that they are responsible for.
- 40.2 Animals may be present in the school/academy for therapeutic purposes to relieve anxiety in pupils. Research has shown that stroking or cuddling an animal can trigger the release of Oxytocin which causes feelings of happiness and contentment.
- 40.3 Training will be delivered, where applicable to all staff and pupils who will have any responsibility for the care of or wish to handle any animals on site. Training will be delivered on:
- Feeding
 - Hygiene
 - Handling
 - How to spot signs of infestation and disease
- 40.4 The school/academy will obtain consent from pupils' parents/carers before the pupils are permitted to handle the animals.
- 40.5 The school/academy may ask parents/carers to supply wellington boots or other protective clothing for use in outdoor weather for the purposes of animal handling.
- 40.6 Pupils will be supervised at all times when dealing with animals and good hygiene will be encouraged.
- 40.7 When any person is handling animals:
- No food or drink should be brought into the areas of the school/academy where animals are housed
 - No food or drink should be consumed in the presence of any animals on the premises
 - Any cuts, open wounds or minor abrasions should be covered with waterproof dressings and covered with a layer of clothing before handling any animals

- Hands must be washed thoroughly with soap and water and appropriately sanitised following any direct handling of the animals
- Animals should not be in contact with the face at any time - should this occur the hands and face should be washed as soon as practicable

40.8 Should an injury occur whilst a pupil is handling an animal, such as biting, scratching etc then a suitably trained member of staff will deliver first aid. Should the pupil be showing signs of distress or other worrying symptoms, an ambulance may be called.

Animal-Related Allergies, Diseases and Parasites

40.9 The school/academy will obtain animals from reputable sources to minimise the risk to pupils and staff of diseases being transmitted.

40.10 Allergic reactions may occur as a result of animal handling, or from being in close proximity to animals.

40.11 Allergic reactions may develop in the form of:

- A rash on the skin
- Eye blurriness, eye watering or irritation
- Itchy, inflamed or irritated nose/nostrils
- Repeated sneezing
- Breathing difficulties/wheezing

40.12 Staff will closely monitor pupils working with animals to ensure any allergic reactions are detected as quickly as possible to reduce risk.

40.13 Pupils and staff must wash their hands and leave the area as soon as possible should any symptoms occur following animal handling/being in close proximity to the animals.

40.14 Following a reaction, pupils should be closely monitored and should the effects not subside once the animal and exposed pupil have been separated and hygiene measures are in place, medical advice will be sought from a medical practitioner.

40.15 Pupils who have specific known allergies may be restricted from having access to any animals if it is deemed likely that this will trigger an allergic reaction.

40.16 Prior to their arrival, risk assessments will be carried out for each species of animal housed at the school/academy, to ensure all risks are manageable and controlled.

40.17 Animals housed at the school/academy will be registered with a local veterinarian who the school/academy will contact should an animal be showing signs of ill health. Animals are given necessary vaccinations and treatments to maintain good health and reduce risk of disease transmission to pupils and staff.

40.18 Cleaning of animal housing (e.g. cages, hutches, tanks, kennels etc) will be carried out by an appropriately trained staff member. Disinfectant will be used for cleaning animal feeding bowls, beds, bottles etc which will be kept out of reach of pupils at all times.

41. Wellbeing and Stress Management

- 41.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating.
- 41.2 If you think that an employee is having problems, encourage them to talk to someone, whether it's their line manager, GP or occupational health team. To protect employees from stress at work, employers should assess risks to health. It may be that individual action plans are developed for employees suffering from stress.
- 41.3 The Trust is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE management standards.
- 41.4 A number of internal systems are in place within the Trust to respond to individual concerns and of staff workloads. These include:
- A staff wellbeing package
 - An external counselling service is available for all staff members
 - Return to work interviews are conducted following staff absence
 - The Fit for Work scheme is in place for staff following 4 weeks of continuous absence

42. Display Screen Equipment (DSE)

- 42.1 Display screen equipment assessments will be carried out by the **SSM** for teaching staff and support staff who regularly use laptops or desktop computers.
- 42.2 All staff who use computers daily, as a significant part of their normal working hours (significant is taken to be continuous/near continuous spells of an hour or more at a time) e.g. admin/office staff shall complete a DSE assessment. The **TOM** will issue all staff in such roles with a DSE assessment which will be completed and returned to the **TOM** by the individual. The **TOM** will address any ergonomic issues raised within the DSE assessment.
- 42.3 Staff identified as DSE users are entitled to a free eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

43. Monitoring and Review

- 43.1 The effectiveness of this policy will be monitored continually by the **Headteacher/Principal** and the **Local Governing Committee (LGC)**.
- 43.2 This policy will be reviewed annually by the **Trust Operations Manager** and approved by the **Resources Committee** on behalf of the **Trust Board**.

- 43.3 Any amendments to this policy will be communicated to all employees via the Heads Bulletin and this policy will be accessible for all employees within the Trust's 'HLT - Policies and Procedures' shared Google drive.
- 43.4 The next scheduled renewal date is published on the cover page of this document.

Health and Safety Policy & Procedures Manual

Localised School Based Procedures

School Name:	Manor Church of England Academy
Headteacher/Principal:	Mr Jordan Cairns
Implementation Date: <i>Inline with policy approval</i>	April 2025

Introduction

In conjunction with our Trust wide Health and Safety Policy & Procedures Manual, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focus on the following key areas:

- Register of Appointed Persons
- Staff Members trained as First Aiders
- Locations of First Aid Boxes
- Emergency Evacuation
- Safe use of Minibuses

Should you have any concerns or questions relating to the localised procedure, in the first instance, please contact hello@mce.hslt.academy

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of the Trust Health and Safety Policy & Procedures Manual:

Register of Appointed Persons		
Relates to item 2.1 - 2.6 within the Trust Health and Safety Policy & Procedures Manual		
Role	Appointed Person	Email Address
Health and Safety Link Governor (if appropriate)	N/A	N/A
Principal	Mr Jordan Cairns	j.cairns2@mce.hlt.academy
Competent Person	Mrs Rachael McNair	r.mcnaair@mce.hlt.academy
Support Services Manager	Mrs Rachael McNair	r.mcnaair@mce.hlt.academy
Site Manager	Mr Lee Wadsworth	l.wadsworth@mce.hlt.academy

Staff Members Trained as First Aiders

First Aiders		
Relates to item 5.5 within the Trust Health and Safety Policy & Procedures Manual		
Name	Department	Expiry Date
Nick Turnbull	PE	June 2025
Elaine Stephens	DT / CCF	June 2025
Lyndsey Snow	Science	June 2025
Duncan Fraser	Maths	June 2025
Abi Clarke	Geography	June 2025
Kate Mitchell	Pastoral	June 2025
Nuala Meek	TA	July 2025
Hanna Reynolds	TA	July 2025
Rachael McNair	SLT	July 2025
Becky Tate	History	July 2025
Megan West	RE	July 2025
Amanda Arslan	General Office	November 2026
Diane Dinsdale	Pastoral	November 2026
Jade Eaton	Pastoral	November 2026
Joey George	Facilities	November 2026
Jo Gibson	General Office	November 2026
Michael Lester	Pastoral	November 2026
Lily Geering	Cover Supervisor	November 2026
Carol Rowbotham	General Office	November 2026
Becky Storey	General Office	November 2026
Kate Taylor	MSA / Repro	November 2026
Lee Wadsworth	Facilities	November 2026
Kane Brierley	Geography	February 2028
Rachael Harrower	PE / Pastoral	February 2028

Ala Jazeyeri	General Office	February 2028
Alfred Martin	CCF	February 2028
Sue Metcalfe	SLT	February 2028
Monica O'Neill	LRC	February 2028
Dan Stimpson	Pastoral / History	February 2028
Sarah Talbot	Hutchinsons' Kitchen	February 2028
Cara Turner	Geography	February 2028
Alison Walton	Science	February 2028
Pat Tasker	PE	March 2028

First Aid Boxes

Please refer to the below details of the secure storage and use of the school/academy's First Aid Boxes:

First Aid Boxes		
Relates to item 5.6 within the Trust Health and Safety Policy & Procedures Manual		
Storage Locations		
Maths Workroom	DT Workroom	H5 x 2
Science Workroom	Pastoral	H2 x 2
English Workroom	Science Prep Room	H1
Humanities Workroom	LRC	H3
MFL Workroom	Hive - Rehearsal Studio	H4
PE	General Office	Hub x 2

Emergency Evacuation Assembly Points

Below is a list of assembly points for the school/academy in the event of an emergency evacuation:

Emergency Evacuation					
Relates to item 6.5 within the Trust Health and Safety Policy & Procedures Manual					
	Tennis Courts		Astro		
	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11
	FORM				
	7EC	8CF	9AI	10CR	11AC
	7JF	8CP	9AME	10EG	11CW

	7LC	8CT	9BT	10FG	11HL
	7LT	8ER	9EO	10GM	11LAH
	7RR	8MJ	9JST	10HJ	11PT
	7RWA	8RW	9KB	10JB	11RS
	7SLC	8SJ	9MS	10MDF	11TD
	7VB	8SPS	9SMI	10MEW	11TF
HoY	D Stimpson	R Harrower	E Thacker	E Stephens	M Willoughby
DoL / SLT	T Candlin K Bowes N Turnbull	C Carneiro A Otway H Walton	D Allen D Fraser P Muskett	C Day T Godfrey G Reagan	A Hill D Lowe A Walton
Radio Liaison	L Scaum		J Cairns		
Form Tutors to meet their form at the designated point on the astro / tennis courts.					
All other staff, contractors and visitors, to assemble on the playground.					

Safe Use of Minibuses

Below is a list of all staff members who have authorised use of the school/academy's Minibus:

Staff Members Trained to Drive Minibuses		
Relates to item 31.8 within the Trust Health and Safety Policy & Procedures Manual		
Name of Staff Member	Role	Date MIDAS Certificate Expires
Sarah Crabtree	PE	17.09.2025
Claire Mumford	Exams / CCF	11.05.2027
Gillian Hewitt	TA	01.07.2027
Stephen Sutherland	Maths / DoE	21.02.2028
Abi Clarke	Geography	21.02.2028
Tim Docwra	Computing	21.02.2028
Rebecca Passmore	Attendance	21.02.2028
Sue Robson	MFL	29.02.2028
Marion Hudson	Exams	05.02.2029
Duncan Fraser	Maths	29.02.2029
Lee Wadsworth	Facilities	11.03.2029

Patrick Tasker	PE / DoE	11.03.2029
Elaine Stephens	CCF / Catering	11.03.2029
Carlana Houldsworth	PE	11.03.2029
Tom Candlin	Science	14.03.2029
Rachael Harrower	PE	14.03.2029
Nick Turnbull	PE	14.03.2029
Mark Willoughby	PE	14.03.2029

Asbestos Management

Below are details of recently undertaken asbestos management surveys in accordance with HSE guidance:

Asbestos Management Surveys		
Relates to item 35.1 within the Trust Health and Safety Policy & Procedures Manual		
Date	Name of Surveying Organisation (United Kingdom Accredited Service)	Signature Authorising Staff Member
N/A - Having been built in 2009, there is no asbestos at Manor CE Academy.		

Appendix 2 - Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further action needed. If necessary, discuss your concerns with a senior leader in your school/academy.

	Questions you should be asking concerning your Classroom Environment	Yes/No	Further Action Required
Movement around the Classroom (Slips and Trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Manual Handling	Have trolleys been provided for moving heavy objects e.g. computers?		
Electrical Equipment & Services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment been visually checked and tested at suitable intervals to ensure they are safe to use?		
Work at Height	Do you have an 'elephant foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture & Fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether an adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
Workplace Ventilation & Heating	Can a reasonable room temperature be maintained during use of the classroom?		

	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		

Appendix 3 - PREMISES WORKPLACE INSPECTION FORM (Termly)

Workplace inspections must be conducted, at a minimum, once per term.

SITE/ACADEMY:								
DATE OF INSPECTION:								
ATTENDEES:	Facility Lead/Trust Operations Manager	☐	Support Service Manager	☐	Site Manager	☐	Principal	☐

RISK RATING					
HIGH	Immediate Action	MEDIUM	Within 28 days	LOW	Within 3 months or as defined

SECTION ONE					
WALK AROUND (PHYSICAL INSPECTION)					

ASBESTOS MANAGEMENT	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is asbestos signage in place and areas in a good condition?	☐	☐				

CONTRACTOR MANAGEMENT	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
If a contractor is on-site at point of inspection, speak to them about their knowledge of the site's health and safety/safeguarding procedures? What colour lanyard are they wearing?	☐	☐				

EQUIPMENT & SUBSTANCES	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Visual Check Has all electrical equipment had an appropriate "PAT" (Portable Appliance Testing) test?	☐	☐				
Are cables, leads, plugs and sockets in good condition & not causing trip hazards? <i>Daisy chaining is strictly not permitted</i>	☐	☐				
Are liquids kept well clear of electrical equipment or power points?	☐	☐				
Does all equipment have appropriate H&S warning signage where necessary?	☐	☐				
Is equipment free of obvious defects that require mending or replacement?	☐	☐				
Are dangerous parts of machinery properly guarded/interlocked?	☐	☐				
If the use of equipment is limited to trained persons, are there signs indicating this?	☐	☐				

EQUIPMENT & SUBSTANCES	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is sharp edged cutting equipment protected and stored securely?	☐	☐				
Is work equipment that is accessible to vulnerable people safe/secure?	☐	☐				
Where emergency stop controls are installed, e.g. kitchens or at machines, are they clearly marked and easily accessible?	☐	☐				
Visual Check Are ladders and stepladders individually identified; Class 1 industrial or EN131 standard; in good condition; no cracks, rungs missing, bent or damaged, sharp edges or dents, screws missing, bent rungs, rubber feet damaged or missing?	☐	☐				
Does the site have substances that require formal registration i.e. radioactive materials, etc	☐	☐				
Are employees wearing appropriate PPE in accordance with respective risk assessments?	☐	☐				
Are cleaning cupboards in a clean and structured order? With all COSHH sheets visible?	☐	☐				
Are hazardous and/or flammable substances correctly stored and labelled, out of reach of students (i.e. lockable cupboard).	☐	☐				

EXTERNAL ENVIRONMENT & SECURITY	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are boundaries, walls and fences adequate (safeguarding of students) & safely maintained?	☐	☐				
Are walkways and steps flat, non-slip, maintained & free from obstruction?	☐	☐				
Are routes suitably indicated by warning / information signs?	☐	☐				
Is the salt bin available (& full) if needed?	☐	☐				
In winter weather are the access routes gritted/salted to ensure safe access?	☐	☐				
Is outside lighting working/acceptable?	☐	☐				
Are there any obvious hazards in the external grounds/facilities?	☐	☐				
Stand-alone classroom - are access steps, handrails/ ramps properly maintained?	☐	☐				
Are steel constructed fire escapes free from obstruction and obvious defects?	☐	☐				
Are fields free from obstruction (trips and hazards, i.e. mole hills, rabbit holes, glass, etc)	☐	☐				
Are gutters and drains in good working condition? (free from cracks, leaks and leaves)	☐	☐				

EXTERNAL ENVIRONMENT & SECURITY	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are there any obvious defects on looking at the roof (missing tiles)	☐	☐				
Are all external doors in good working order?	☐	☐				
Are car parks/play areas free from trips and hazards?	☐	☐				

FIRE SAFETY	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are Fire Action Notices displayed in all areas. Encompasses site plan, action to be taken in event of fire and is this up-to-date?	☐	☐				
Are designated fire exits & escape routes clearly marked/ free from obstruction & not locked?	☐	☐				
Are signs prohibiting the use of lifts in the event of a fire or emergency displayed?	☐	☐				
Are door vision panels clear?	☐	☐				
Is fire equipment in its correct place, unobstructed, not discharged & inspected in the last 12 months?	☐	☐				
Are break glass points free from obstruction and in good working order?	☐	☐				
Are all fire doors closed or free to close upon automatic release?	☐	☐				

FIRE SAFETY	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are refuge areas in use? If so, are they clearly indicated?	☐	☐				
Evac Chair/s Are they stored correctly?	☐	☐				

FIRST AID & MEDICATION	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are first aid signs up to date & displayed in all areas? (one to be placed next to Fire Action Plan)	☐	☐				
Are first aid boxes accessible, fully stocked & clearly visible?	☐	☐				
Is there a medical room/facility on site? Is this fit for purpose, tidy and secure?	☐	☐				
Visual Check Does the school currently store medication? Is this stored inline with our Trust policy?	☐	☐				

INTERNAL ENVIRONMENT & HOUSEKEEPING	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Good housekeeping: Is the workplace clean & tidy, items stored safely & not at unsafe heights (including store cupboards)	☐	☐				

INTERNAL ENVIRONMENT & HOUSEKEEPING	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is the lighting in all classrooms appropriate for teaching and learning? Meets minimum LUX requirements (300)	☐	☐				
Are all stock cupboards locked and in good working order?	☐	☐				
Are toilets clean, well stocked & in working order?	☐	☐				
Is the temperature reasonable, minimum of 16 degrees?	☐	☐				
Are floors clean, maintained with no tripping hazards & height changes marked?	☐	☐				
Are steps/stairs/bannisters in good condition and trip-free?	☐	☐				
Is there any visible damage to doors, walls or ceilings?	☐	☐				
Is ventilation & lighting acceptable? Are all lights in good working order (e.g. diffusers, bulbs out)	☐	☐				
Are windows undamaged, restrainers intact, & can they be opened if necessary?	☐	☐				
Are food work surfaces of a non-absorbent material, in a good, clean condition and free from damage?	☐	☐				

INTERNAL ENVIRONMENT & HOUSEKEEPING	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are plant rooms, switch rooms, distribution boards, boiler rooms and other restricted access areas either appropriately locked, have authorised access or safe by design	☐	☐				
Are switchgear rooms, distribution boards and plant rooms free from combustible material and clear access to the switches (minimum of one metre clearance, i.e. in store cupboards)	☐	☐				
Lifts/Lifting Equipment Is any lift/lifting equipment emergency elements intact and working?	☐	☐				
Is plant room equipment in satisfactory working order (i.e. free from leaks and damage)?	☐	☐				
Are there any visible signs of water ingress in rooms?	☐	☐				
Are all corridors clear and free from obstruction?	☐	☐				
Are all blinds in good working condition?	☐	☐				
Are there any obvious hazards in internal rooms?	☐	☐				
Are hot surfaces of radiators protected where necessary to prevent risk of burns?	☐	☐				

VEHICLES	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are the vehicles in good working order (visual checks)?	☐	☐				
Does the school have an approved driver list inc. copy of their driving licence, etc	☐	☐				

WATER MANAGEMENT	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are there locked off/unused areas that contain water outlets, toilets, etc?	☐	☐				

WELFARE	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are they in a clean and maintained condition?	☐	☐				
Do they have adequate lighting and ventilation?	☐	☐				

SECTION TWO

DOCUMENTATION

** The online system must be in use effectively to demonstrate evidence of the following **

ASBESTOS MANAGEMENT	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is the asbestos management risk assessment available and up-to-date?	☐	☐				
Are monthly checks carried out by the site team and checks documented?	☐	☐				

CONTRACTOR MANAGEMENT & TRAINING	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is the school using a contractor sign in procedure? If so, is this being utilised correctly?	☐	☐				
Has any training been undertaken relating to Health and Safety since the last inspection? If not, is there a training requirement?	☐	☐				

CRISIS MANAGEMENT & INVACUATION	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is the Crisis Management procedure embedded effectively? Do people know how to find it? Who has off-site copies? How is control of the off-site documentation tracked?	☐	☐				

CRISIS MANAGEMENT & INVACUATION	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is an invacuation plan available for review? When was this last updated?	☐	☐				
Is there evidence of previous invacuation? Are actions from the previous invacuation completed?	☐	☐				
Is the time of the invacuation process clearly stated? If so, is it acceptable? If not, ensure that documentation is adjusted to ensure that there is a section for stating this.	☐	☐				

EQUIPMENT & SUBSTANCES	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Has all electrical equipment had an appropriate "PAT" (Portable Appliance Testing) test and certification available?	☐	☐				
Are ladders and stepladders individually identified; Class 1 industrial or EN131 standard; have maintenance checks been undertaken and label in place to display this?	☐	☐				
Has the appropriate training been undertaken (Working at Height, COSHH, etc)	☐	☐				
Do high risk lessons / curriculum areas have the appropriate risk assessments in place and are these checked by the Principal?	☐	☐				

EQUIPMENT & SUBSTANCES	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Does the site have substances that require formal registration i.e. radioactive materials, etc	☐	☐				
Are data sheets available and in an accessible file for substances on site?	☐	☐				

FIRE SAFETY	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is a fire evacuation plan available for review? When was this last updated?	☐	☐				
Has the nominated external fire safety inspection been carried out? If so, is the document available for review? Are there outstanding actions?	☐	☐				
How many trained Fire Wardens are available on the premises?	☐	☐				
Are the numbers of Fire Wardens sufficient for the activity/premises?	☐	☐				
Do all fire wardens have high visibility clothing to wear during evacuations?	☐	☐				
How many nominated 'sweepers' are in place within the fire evacuation plan?	☐	☐				
Have sweepers been trained and fully understand their role within an evacuation situation?	☐	☐				

FIRE SAFETY	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is there evidence that the weekly fire test is being carried out?	☐	☐				
Is there evidence of previous fire evacuations? Are actions from the previous evacuation completed?	☐	☐				
Is the time of the evacuation process clearly stated? If so, is it acceptable? If not, ensure that documentation is adjusted to ensure that there is a section for stating this.	☐	☐				
Evac Chair/s Have staff been appropriately trained and the chairs serviced in accordance with manufacturers guidelines?	☐	☐				
Is there evidence that the visitor's sign in system is in use? Check how these are obtained in the event of fire alarm activation?	☐	☐				
Is there evidence of how class registers are used in the event of fire alarm activation? Check how these are obtained in the event of fire alarm activation?	☐	☐				
Are there any PEEP's in place for anyone within the school/academy that has a support need (physical or cognitive)? When are PEEPS completed?	☐	☐				

FIRST AID & MEDICATION	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
How many appropriately qualified first aiders are available on the premises?	☐	☐				
Are the numbers (and type) of qualified first aiders appropriate for the activity/premises?	☐	☐				
Does the school currently store medication? Is this stored inline with our Trust policy?	☐	☐				

INTERNAL ENVIRONMENT & HOUSEKEEPING	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Lift/Lifting Equipment Have these been tested inline with manufacturers instructions?	☐	☐				

VEHICLES	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are vehicle checks being undertaken prior to each journey by the driver?	☐	☐				
Does the school have an approved driver list inc. copy of their driving licence, etc	☐	☐				
Is the maintenance up-to-date for all vehicles?	☐	☐				
Are permits, servicing and MOT up-to-date?	☐	☐				

WATER MANAGEMENT	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Is the water management risk assessment available and up-to-date?	☐	☐				
Are water temperature checks identified as a <i>Legionella</i> control measure undertaken and documented? <i>If applicable, does this include the locked off/unused areas?</i>	☐	☐				
Are flushing regimes in place and documented? On large sites; evidence of a phased approach <i>If applicable, does this include the locked off/unused areas?</i>	☐	☐				
Have water samples been undertaken since the previous inspection and available for review? <i>If applicable, does this include the locked off/unused areas?</i>	☐	☐				

WELFARE	YES	NO	COMMENTS	ACTION BY	PRIORITY L / M / H	COMPLETE
Are suitable and sufficient conveniences provided for male and female students and staff?	☐	☐				

INSPECTION SUMMARY

SIGN OFF

We hereby confirm our understanding in respect of the contents and associated actions of this report.

FACILITIES LEAD / TRUST OPERATIONS MANAGER		Date	
SUPPORT SERVICE MANAGER		Date	
SITE MANAGER		Date	
PRINCIPAL		Date	

THIS INSPECTION SHOULD BE UPLOADED TO THE TRUST'S ESTATES MANAGEMENT SOFTWARE AND RETAINED IN A FILE WITHIN YOUR SCHOOL/ACADEMY