



Health & Safety Policy

This Policy has been adopted and approved by Oxlip Learning Partnership and is to be used by all members of the Trust.

History of Document:

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Policy Statement

The Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, students, visitors, and contractors.

Oxlip Learning Partnership (The Trust) believes that the prevention of accidents, injury or loss is essential to the efficient operation of its academies and the education of its students.

We aim to:

- set the general direction for health, safety, and welfare throughout the Trust
- demonstrate the Trusts commitment to Health and Safety and ensure that all of our activities are conducted safely and in compliance with legal requirements and best practice;
- provide a safe and healthy working environment;
- promote a positive culture towards health, safety, and welfare issues.
- have robust procedures in place in case of emergencies
- ensure that the premises and equipment are maintained safely, and are regularly inspected

We are firmly committed to ensuring that each academy within the Trust remains a safe and healthy environment for everyone who uses or visits the school, and we expect all employees and students to play

their part in achieving this goal.

This policy document has been adopted by the Board of Trustees and Local Advisory Boards and is signed by the Chair of Trustees on its behalf and the Trust CEO.

Mr R Wade – Chair of Trustees

Mr S Common – CEO

Policy received by Principal as Premises Responsible Person

Principal ##### school.

Part A Legislation and Guidance

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- [The Construction \(Design and Management\) regulations 2015](#), set out legal duties for everyone involved in a project, including the client, designers, contractors, principal designer, and principal contractor. A key change in the 2015 regulations was shifting more responsibility to the client.

1. Specific Legal Duties

1.1 Employer

It is our duty and responsibility as employers under the Health and Safety at Work Act 1974 section 2.1 and 2.2 a-e and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our premises
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace

1.2 Employees

In addition to the previously described general responsibilities, the Health and Safety at Work Act 1974 places legal duties on all employees. These are:

Section 7 'Health and Safety at Work etc. Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc. Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

1.3 Additional Guidance

The following national and local guidance is also referred to within this policy:

- **Estate Management**

The Trust follows Good Estate Management for Schools (GEMS) when planning its estate management.

Everything in this policy is aligning the Trust to the School estate management standards 2025 and ensuring all schools are at least at level 2 Transitioning with evidence of moving towards Fully Effective by Summer 2026

Non-statutory guidance on Protective Security and preparedness for education settings (April 2025) & Martyn's Law policy paper (October 2025)

- **Public Health**

The Trust follows national guidance published by Public Health England when responding to infection control issues.

Local public health information for all schools in the Oxlip Learning Partnership can be found via the Healthy Suffolk website: www.healthysuffolk.org.uk

- **Trust Governance**

This policy complies with our funding agreements and articles of association.

Part B Roles and Responsibilities:

1. The Board of Trustees

The Board of Trustees act as the Employer on behalf of the Oxlip learning Partnership and have responsibility for:

- Strategic responsibility for health and safety within all areas of the academies' undertakings
- Ensuring that sufficient resources are allocated to maintain, as far as is reasonably practicable, a safe and productive working and learning environment.
- Monitoring the overall performance of the health and safety management system

2. The Chief Executive Officer

The Chief Executive Officer (CEO) is appointed by the Board of Trustees as the most senior officer within the Trust and has responsibility for:

- Overall responsibility for health and safety throughout the Trust
- Preparing a Health and Safety policy for the Board of Trustees
- Ensuring that health and safety policy and objectives are implemented at Trust and school level
- Reporting Health and Safety matters to the Board of Trustees

3. The Chief Operating Officer

The Chief Operating Officer (COO) is appointed by the CEO and delegated responsibility to act as the **Responsible Person for the Trust**.

The COO will support both the Chief Executive Officer and the Academy Principals in their duties as set out in this policy.

4. Local Advisory Boards (School Level)

Local Advisory boards are responsible for:

- The implementation of the policy and ensuring effective health and safety management systems within their academy.
- Supporting the published policies and aims of the Trust in improving overall health and safety performance.

5. Principals

The Academy Principals fulfil the role of **Responsible Person for their school(s) and school site(s)** and are responsible for day-to-day health and safety operations at their own site.

This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the local board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Complete site-specific risk assessments and ensure local training records are up to date in line with Trust policy
- Ensure that local Health and Safety records are maintained and available at all times
- In the Principal's absence, the Deputy or Assistant Principal assumes the above day-to-day health and safety responsibilities.

6. Lead Staff for Health and Safety

While the Principal has responsibility for Health and Safety, there will be cases where other staff have a lead role in the management of health and safety in schools i.e. senior leaders, estates staff,

business managers etc. These colleagues have the following additional responsibilities:

Local Health and Safety policies must identify any colleagues who fall into these categories

- To manage the keeping of any records of health and safety activities in liaison with the Trust's COO and Health and Safety advisors
- To advise the Principal and the Trust's COO of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To be an ambassador for health, safety and welfare matters in their specific workplace and the school generally. To liaise with Trust's COO about health, safety and welfare communication and to request additional information where unsure themselves.

7. Teaching and support staff holding positions of special responsibility

While there are whole staff responsibilities there are additional responsibilities for subject leaders, co-ordinators, TLR post holders for practical subjects e.g. Science, PE, Art and Design Technology.

Local Health and Safety policies must identify any colleagues who fall into these categories

They have the following responsibilities:

- To apply the Trust's Health and Safety Policy and the relevant health and safety Codes of Practice to their own team or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements;
- To carry out regular health and safety risk assessments of the activities for which they are responsible;
- To ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work;
- To resolve health, safety and welfare issues that staff refer to them, or refer to the Principal any matters for which they cannot achieve a satisfactory solution within the resources available;
- To carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and to record these inspections where required;
- To ensure there is a maintenance schedule in place, in liaison with the school Health & Safety Lead;
- To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety;
- To investigate any accidents that occur within their area of responsibility and advise the Head of any concerns.

The Trust will support with specialist audits as required, in addition to both internal and external quality assurance of health and safety. Any specific subject concerns (or residual concerns) should be forwarded to the Principal of each school.

8. Employees

All employees are responsible for their own and others Health and Safety why they are employed by the Trust. They must:

- Adhere to all policies, arrangements and procedures that have been implemented by the Trust.
- Report and provide feedback on any matters relating to Health and Safety whilst they are employed by the Trust.
- Actively engage with the development and implementation of local procedures
- Be aware of their legal duties under the Health and Safety at Work Act 1974

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

9. Competent Health and Safety Advice

The Trust will engage external competent Health and Safety advice and guidance on how to implement policy, arrangements and procedures across the organisation. The overall responsibility for Health and Safety remains with the Board of Trustees and the Chief Executive Officer.

The competent support will provide advice and guidance to allow the Trust Responsible Persons to meet requirements identified within the Health and Safety at Work Act 1974 and any associated legislation and regulations.

10. Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

11. Contractors

Contractors will agree health and safety practices with the Principal before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Part C Trust wide Health & Safety policy

All Trust schools will follow the following agreed areas of Health and Safety management to ensure the Trust can monitor its responsibilities as an Employer and as the Responsible Body for all Trust schools.

1. First aid reporting

All academies will set out a local First Aid Policy. Records will be kept as per the retention schedule and will be available for analysis by the Trust.

2. Incident records

In addition to first aid or medical policies, an incident report will be completed where an incident involves:

- staff
- the hospitalisation or seeking of medical support for a pupil
- violence in any form
- a near miss
- Anything that meets the RIDDOR threshold

All incidents will be recorded as follows:

- An incident record will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in relation to first aids and accidents will first be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then in accordance with the retention schedule.

A template incident form is attached in appendix B - Schools may add additional details to this template but must collate this information as a minimum and set out their procedures in their local policy

3. Reporting to the Health and Safety Executive

Each school will identify an individual who will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

These individuals will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. A copy of the RIDDOR record will be added to the local reporting system

Details of any RIDDOR reports made will be shared with the Principal, COO and CEO

Reportable injuries, diseases or dangerous occurrences include:

- a. Death
- b. Specified injuries. These are:
 - i. Fractures, other than to fingers, thumbs and toes
 - ii. Amputations
 - iii. Any injury likely to lead to permanent loss of sight or reduction in sight
 - iv. Any crush injury to the head or torso causing damage to the brain or internal organs
 - v. Serious burns (including scalding)

- vi. Any scalping requiring hospital treatment
- vii. Any loss of consciousness caused by head injury or asphyxia
- viii. hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- c. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- d. Where an accident leads to someone being taken to hospital
- e. Where something happens that does not result in an injury, but could have done
- f. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - i. The collapse or failure of load-bearing parts of lifts and lifting equipment
 - ii. The accidental release of a biological agent likely to cause severe human illness
 - iii. The accidental release or escape of any substance that may cause a serious injury or damage to health
 - iv. An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

4. Fire

Local policies will set out local Fire Procedures. The Trust will audit the following as part of its support for Health and Safety in its schools:

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term in each of the Trust sites.
- Occupants of each site will be made fully aware of what the fire alarm sounds like and what they are expected to do on hearing the sound.
- Fire alarm testing will take place once a week at all Trust sites.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

5. Equipment

All equipment used within the Trust shall be maintained in good working order and be in a safe condition for use. If this cannot be achieved, then equipment will be withdrawn from use until it can be deemed safe for use or replaced and disposed of.

Each academy has a structured programme of inspection in place. The Trust uses competent recognised contractors for the formal maintenance checks required and records of these are held on file at each academy. The Trust will monitor and review to ensure continuous improvement in health and safety performance.

6. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is

caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Coronavirus. A risk assessment is in place for the management of Coronavirus in each of the Trust's schools.

7. Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children.

The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

8. Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix G.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

9. Lettings

Both Trust and local Health and Safety Policy also apply to lettings. Those who hire any aspect of the school site or any facilities will be supplied with Part C of this policy and the school's local health and safety policy and will have responsibility for complying with it.

All hirers of facilities will be required to undertake the following:

- A site visit ahead of their hire with either a member of the school leadership team, a colleague administering letters or a lead colleague for Health & Safety.
- Provide details of a lead safeguarding contact
- For commercial/club activities public liability insurance documents will also need be provided.

For the avoidance of doubt, lettings also include hirers allowed to use any school facilities free of charge such as local charities, a PTA or similar arrangement.

10. Off-site visits

At Oxlip Learning Partnership, we believe that educational visits are a core element of pupils' education and we are committed to ensuring that opportunities for participation in good quality visits are maximised. It is our intention that all practicable steps will be taken to meet statutory requirements, recognised codes of practice and government guidance in establishing a safe and healthy environment on educational visits.

When taking pupils off the school premises, schools will ensure that:

- Risk assessments will be completed
- Additional risk assessments are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific

- medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

11. Violence and threatening behaviour

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.

Further information can be found in the following documents:

- Parent and Visitor Code of Conduct
- Staff code of conduct
- Individual school behaviour policies (for pupils)

12. Smoking

Smoking, the use of Vapes or electronic cigarettes is not permitted anywhere on Trust premises.

Part D Local Health and Safety policy requirements

Each Local Advisory Board (LAB) is required to establish a local health and safety policy as well as any policy statements and organisational arrangements in order to follow Trust policy and reflect the local circumstances of each school.

These local policies will provide detailed operational arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy and be applied in all activities and services throughout the Trust.

The LABs shall be responsible for the annual review and drafting any amendments.

Responsibilities of the Principal, COO, Lead Health and Safety staff and all employees are as set out in Part B

Aims and Objectives of a Local Health & Safety Policy

A local health and Safety policy will support the strategic aims as set out in the Trust Policy Statement and should consider how each school will:

- Provide adequate resources to maintain health & safety and to promote high standards of safety, health, and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory law, and approved codes of practice.
- Provide and maintain systems of work which are safe and without risk to health through the arrangements set out in this policy, which are reviewed when appropriate to changing circumstances.
- Carry out risk assessments and review them when necessary (as required under the Management of Health and Safety at Work Regulations 1999).
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
- Ensure that all machinery, plant, and equipment is maintained in a safe condition.
- Carry out health surveillance, where required.
- To ensure adequate training, instruction supervision and information is given to all employees to secure competence and to avoid ill health or injury at work so far as is reasonably practicable.
- To ensure a healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- Keep the workplace safe and ensure that access and egress are safe and without risk.
- Monitor safety performance to maintain agreed standards
- To protect personnel, whether they are employees, students, members of the public visiting school, or contractors and their employees, from any foreseeable hazard whilst on school premises.
- To ensure that all personnel are aware of their health & safety responsibility by fostering an environment within the Trust that encourages employees to contribute positively to the health and safety of themselves and others.

Local Health and Safety Policies must contain information on:

First Aid Policy

To include within or to refer to a separate policy that sets out the schools' policies and procedures for first aid. To include:

- Roles and responsibilities of individuals within school
- Training requirements for every colleague involved in first aid.

Accident, incident and near miss reporting

Each school policy will outline its reporting procedure in line with Trust policy. A template incident report form is included in appendix B.

Site specific risks

Through conducting a site-specific risk assessment (see appendix D) local procedure will highlight responses to specific risks. These could include but are not limited to:

- Local procedures for dealing with pedestrian access and rights of way through school premises
- Risks posed by local geographic features such as neighbouring sites, transport infrastructure, nearby hazards such as chemical plants or likelihood of flooding.
- Specific building materials such as RAAC, asbestos, prefabricated buildings and fragile roofs

Site security

Individual trust schools are responsible for the security of the school site in and out of school hours and the local policy will set out the schools' processes for the following:

- Complete visual inspections and testing of site security infrastructure
- Testing and review of procedures
- Maintain and test the intruder and lockdown alarm systems.
- Identify their own key holders
- Develop local lockdown and invacuation procedures
- How the school will respond to an emergency.

Any site security concerns should be reported to the Principal.

Further guidance on security in schools can be found via: bit.ly/dfesecurity

Planning & Preparedness

Local polices should set out preparedness measures including:

- Fire evacuation drills
- Lockdown and invacuation drills
- Seasonal/weather preparedness
- Review of annual risk assessments
- Any local H&S monitoring arrangements

Schools may find the nine term plan template a useful starting point (see appendix C).

Fire

Each local policy must set out the sites fire strategy including local procedures for:

- Activating the fire alarm
- Evacuations of all buildings, including
 - all muster points
 - Role of any fire marshals
- Use of extinguishers
- Accounting for all staff, pupils, contractors and visitors.

Each local policy will also include local fire maps illustrating:

- The zoning of all fire alarms
- Locations of water hydrants on site and in the local vicinity
- Local hazards and information including all:
 - Chemical stores
 - Universal Power Supplies

- Gas isolation valves
- Electrical switch gear rooms
- Lifts
- Radioactive sources
- Oxygen cylinders
- Brazing hearths
- Other hazards identified on the schools' site specific risk assessment

Each school site will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disability

The annual review of the fire risk assessment to be included within the site specific risk assessment. Specific findings from the fire risk assessment that cannot be immediately rectified to be included within the site-specific risk assessment alongside mitigation measures.

A fire safety checklist can be found in appendix F.

Control of substances hazardous to health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information

Any hazardous products are disposed of in accordance with specific disposal procedures.

Staff will also be provided with protective equipment, where necessary. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Individuals will be identified for each site to take responsibility for Control of substances hazardous to health (COSHH) and to complete the risk assessments.

These will be circulated to all employees who work with hazardous substances.

Gas safety

Local procedures will ensure:

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Local procedures will identify the location of all gas isolation valves

Legionella

Local procedures will ensure:

- A water risk assessment is completed annually at each of the Trust sites.
- An individual will be identified at each Trust site to take responsibility for ensuring that the identified operational controls are conducted and recorded.
- This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by appropriate controls: e.g. temperature checks, heating of water, disinfection of showers, etc.

Asbestos

Local procedures will ensure:

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Premises staff and others at risk of disturbing asbestos, i.e. caretaking or maintenance staff to undertake regular asbestos awareness training
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

General Maintenance of Equipment

Local procedures will ensure:

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- Maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- Any new equipment requiring periodic maintenance or inspection to be added to the schools Planned Preventative Maintenance asset register.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

A checklist of maintenance checks and schedules is included within appendix I. This list is not exhaustive, and schools should consult with the supplier ahead of purchasing any new equipment to understand any ongoing maintenance needs.

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to a named individual at the particular site immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment and outdoor play equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the PE or outdoor facilities or other apparatus will be reported to any Lead Staff for Health and Safety and the Principal

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Medical equipment

- Local procedures are amended to reflect any specialist equipment medical equipment in use by staff or pupils.
- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- All school procured medical equipment is logged and its suitability checked in line with manufacturers guidelines and at least annually

Other specialist equipment

Local policies must identify any specialist equipment on site. Items include but are not limited to:

- Oxygen cylinders
- Radioactive sources
- Equipment in PE, DT or Science
- Musical instruments that represent a handling risk
- IT equipment that represents a fire risk such as Universal Power Supplies
- IT equipment that represents a working from height risk.

Lone working

Local procedures will identify lone working practices on their site and assess the risk of these activities accordingly.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Working at height

Local policies will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Estates and Facilities staff retain ladders for working at height
- Ladders are regularly checked, secured when not in use and
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Part E Implementation and Monitoring

Implementation and monitoring of health and safety runs through all teams and polices areas at school and Trust level. Implementation of both Trust and Local policy will be through a variety of means to comply with both employer and employee responsibilities under the health and Safety at Work Act.

- Consultation – is achieved by standard health and safety agenda items at all team meetings and through appropriate membership of committees and meetings.
- Learning and Development - Health and safety competencies are core skills essential to the effective conduct of all employees. These competencies are developed through induction and specific training to suit individual and organisational needs e.g. Manual handling, first aid, fire safety etc.
- Job Descriptions/Employee Contracts – suitable clauses to highlight health and safety responsibilities are included in employee contracts and job descriptions appropriate to individual roles.
- Performance Management – Performance management will be used to set and measure performance against health and safety targets and objectives where appropriate. Performance Management is also used to identify health and safety learning and development needs of individuals and monitor competency.
- Communication – SharePoint sites, noticeboards and signage are all methods for health and safety communication. Both Trust and Local policy is available to all staff by various means and staff will be briefed as to how to access this documentation
- Health and Safety Monitoring – Proactive health and safety monitoring is a line management function. The Trust will also measure performance by audit, inspection and accident/incident reporting and investigation. Performance will be reviewed and reported at LAB meetings and at Board of Trustees meetings on a formal and regular basis.
- Risk Assessments – Risk assessments (RA) are carried out for all significant risks within each academy to comply with statutory requirements. The RA will be both specific and meaningful and must be reviewed annually or following any major changes to work equipment or activities to ensure they remain suitable and sufficient. All persons undertaking RA will be suitably trained and competent.

A standard risk assessment template and site-specific risk assessment template are included within appendices A and D.

- Policy and Procedures – Procedures are developed and implemented in accordance with the risk profile of the Trust which applies to all establishments. Procedure differs between academies based on local arrangements. All health and safety policy and procedures are reviewed regularly and updated when appropriate.

Policy Monitoring

This policy will be reviewed annually and will be approved by the Board of Trustees or appropriate Committee.

Links with other policies

This Health and Safety policy links to the following policies and protocols:

- First Aid Policy

- Premises Management policies and protocols
- Departmental policies and procedures at school level
 - Educational Visits policies
 - Risk assessments at Trust and school levels
 - Supporting pupils with medical conditions policies (in individual schools)
 - Accessibility plans (in individual schools)
 - Staff Wellbeing
 - Critical incident and Business Continuity policy

Please note: for school use only

Appendix list:

- A. Template Risk Assessment
- B. Template Incident Report form
- C. Template 9 term action plan
- D. Template site specific risk assessment
- E. Site Health and Safety Questions
- F. Fire Safety Checklist
- G. Exclusion Periods outlined by Public Health England
- H. Trust Statement on behaviour towards staff
- I. Maintenance checks and schedules