
Health and Safety Policy for Trust Primary Schools

Review: September 2026



Contents

		Page
1	Statement of Intent	5
2	Responsibilities and Organisation	6
2.1	The Trust Board	6
2.2	The Chief Executive Officer	7
2.3	The Chief Finance and Resources Officer	7
2.4	Operations Manager	8
2.5	Estates Manager	8
2.6	Deputy Director and Trust Senior Leaders	9
2.7	All Trust staff	9
2.8	Local Governing Boards	9
2.9	Executive Heads/Headteachers	10
2.10	Person responsible for Health and Safety	10
2.11	School Administrators and/or Site Staff	11
2.12	All other Staff (including Cover and Supply)	11
2.13	Pupils	12
2.14	Trade Union Safety Representatives	12
2.15	Volunteers	12
2.16	Contractors	12
3	Trust Arrangements for Health and Safety	13
3.1	Competent Person Advice	13
3.2	Health and Safety Management	13
3.3	Health and Safety Management System	13
3.4	Measuring Performance	13
3.5	Audit	13

3.6	Training	14
3.7	Accident/Incident Reporting and Investigation	14
3.8	Enforcing Authority	15
3.9	Ratification of Policy	15
4	Task Specific Arrangements for Health and Safety	15
4.1	Asbestos	15
4.2	Communicable Diseases	15
4.3	Contractors	16
4.4	Curriculum safety	16
4.5	Drugs and medication	17
4.6	Electricity at work	17
4.7	Fire Safety	17
4.8	First Aid	18
4.9	Gas Safety	18
4.10	Glass and Glazing	19
4.11	Hazardous substances (COSHH)	19
4.12	Health and Safety Advice	19
4.13	Housekeeping, cleaning and waste disposal	19
4.14	Lettings and shared use of premise (where applicable)	20
4.15	Lifting Operations and Lifting Equipment (where applicable)	20
4.16	Lockdown procedures	21
4.17	Lone Working	21
4.18	Maintenance and inspection of equipment	22
4.19	Manual Handling	22
4.20	New and Expectant Mothers	23
4.21	Permits to work	23
4.22	Personal Protective Equipment (PPE)	23
4.23	Playground Play Equipment	24
4.24	Poster on Health and Safety Law	24
4.25	Reporting defects	24

4.26	Risk assessments	24
4.27	School trips and off-site activities	25
4.28	School Transport – School Owned Minibuses	25
4.29	School Security	26
4.30	Smoking	26
4.31	Stress and Staff Wellbeing	26
4.32	Training and Development	26
4.33	Use of Display Screens / DSE	26
4.34	Vehicles on site	27
4.35	Violence/ Personal Safety	27
4.36	Working at height	28
4.37	Water Hygiene / Legionella Management	28
4.38	Work experience	28

1. Health and Safety - Statement of Intent²⁴

The Diocese of Hereford Multi- Academy Trust (Trust) has overall responsibility for the health, safety and welfare of staff, pupil, visitors in the schools we operate and within the Trust central team.

The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate in order to maintain a safe environment where pupils can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

The Trust will strive to continually improve the performance of our health and safety management in all our schools.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust and school communities are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure that we have a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust's health and safety performance.
- To ensure that we protect the environment.

This statement was reviewed and ratified by the Board of Directors:

Signed:

Signed:

Andrew Teale

Rob Pizzi

Chief Executive Officer

Chair of Directors

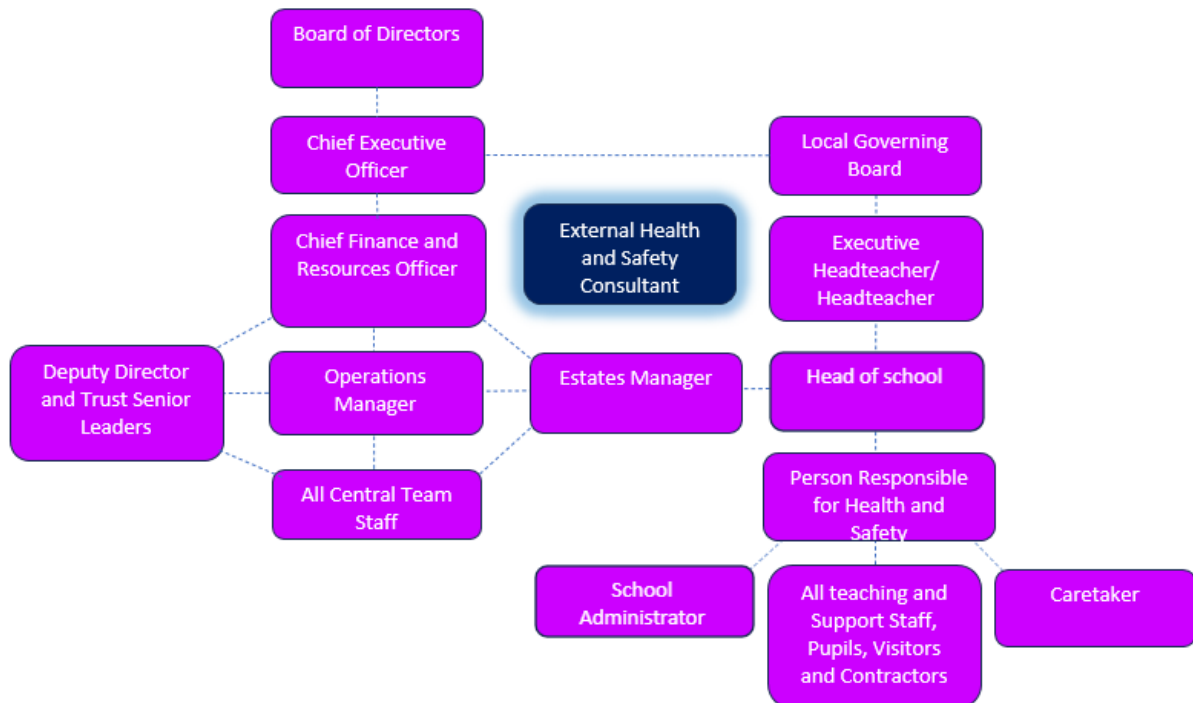
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Rob Pizzi

2. Responsibilities and Organisation

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

A flowchart of responsibilities is shown below:



The Trust, as the employer is responsible for health and safety, though many tasks are delegated. The school level responsibilities are identified through the scheme of delegation available here:

<https://www.dhmat.org.uk/governance>

The responsibility for the implementation of the Health and Safety Policy at each school lies with the Local Governing Board (LGB) and the Executive Headteacher/ Head of School or Headteacher for stand-alone schools.

Every person employed by the Trust carries some responsibility for health, safety and welfare but where specific duties are given, these are recorded in the following pages.

2.1. The Trust Board will:

- Ensure an appropriate Board profile is implemented and maintained for health and safety by appointing a liaison Director health and safety.
- Provide strategic direction in the importance of Health and Safety across the organisation.
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- Take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- Accept its responsibilities as an employer and provide adequate resources to implement this policy, including access to support from health and safety competent persons and, where necessary, obtain external specialist advice and assistance.

- Accept that health, safety, and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Commit to providing the necessary information, instruction and training to employees.
- Acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy after considering new legislation and other changing circumstances.

2.2. Chief Executive Officer will:

- Ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings, including Board meetings.
- Promote a sensible approach to health and safety, making use of external health and safety advice when required.
- Consider the impact of health and safety in all strategic and operational decision-making.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the Trust.
- Consult staff and provide training opportunities.
- Monitor and review health and safety policy and arrangements.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust and school premises.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Headteacher, and Head of School where appropriate, in each school is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Ensure that all staff and governors are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement and fulfil those duties to full effect.
- Appoint a Competent Person to advise on health and safety matters.

2.3 Chief Finance and Resources Officer will:

- Develop the Health and Safety Policy and procedures and ensure that health and safety is prioritised and informs the Trust's strategy, planning and decision-making process.
- Monitor health and safety performance - via findings from health and safety audits, compliance audits, inspections, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)
- Ensure that the designated person responsible for Health and Safety in each school has the skills and capacity to lead on all health and safety issues within the school.
- Implement and monitor an informed, proportionate, and prioritised risk management system for the Trust.
- Supporting schools and their LGBs for implementing risk management and loss prevention strategies in schools, to reduce insurance costs and in the management of any third-party service contracts.
- Supporting schools and their LGBs to identify potential risks in relation to achieving strategic objectives and make effective contingency and disaster recovery plans.
- Be the key link officer between the Trusts finance and resources committee, which covers health and safety, SLT, Central team and the Trust board.

2.4. Operations Manager

The Trust has an Operation's Manager. This role will be supported by specialist external advice when required and is supported internally through the Trust's Estates Manager.

This role will:

- Co-ordinate and manage the risk assessment process for the people and operations elements of the central team.
- Assist with the identification of training needs and training delivery across the central team to ensure that staff are adequately instructed.
- Work with the estates manager to arrange periodic health and safety audit checks for the central team and to resolve and health and safety or welfare problems.
- Ensure so far as is reasonably practicable, the provision of sufficient information, instruction training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety within the central team.
- Advise schools on the risk assessment process in relation to workforce issues and encourage the recording of risk assessments and control measures e.g. pregnant worker risk assessments, return to work risk assessment.
- Monitor and review risk assessments, sharing information that could influence changes to policies, guidance and working practices.
- Advising schools leaders on the appropriate use of Occupational Health to support staff health and wellbeing.
- Advising school leaders on lone working, highlighting key risk and how these can be mitigated.

2.5. Estates Manager

The Trust has appointed an Estates Manager, which forms part of the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice when required and supported internally via the Operations Manager.

This role will:

- Be the point of contact with the Trust's appointed Health and Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.
- Arrange for effective systems to be in place for schools to record compliance inspections, surveys, and risk assessments to ensure they are meeting their statutory obligations. The current system in place to support this is I AM Compliant.
- For the central office, coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed or brought to the attention of the CFO.
- Co-ordinate and manage the risk assessment process for the buildings and premise elements of the central team.
- Work with the Operations Manager to arrange periodic health and safety audit checks for the central team and to resolve any health and safety or welfare problems.
- Ensure that all accidents (including near misses) occurring within the central team are promptly reported and investigated.
- Manage and confirm reporting all major accidents under the requirements of RIDDOR.
- Liaise with any enforcing authority e.g., the Health and Safety Executive (HSE) insurance organisations or other agencies on Trust and individual school health and safety arrangements.
- Assist and advise on investigation of all reportable accidents and share suggested changes to systems to prevent a recurrence.
- Identify trends and advise on concerns and training needs.
- Assist Headteachers and the Person responsible for Health and Safety at each school to fulfil

their Health and Safety responsibilities by providing advice and support.

- Undertake pro-active monitoring of health and safety audits and reports received, and when required undertake workplace inspections.
- Advise on the risk assessment process in relation to building and estates issues and encourage the recording of risk assessments and control measures.
- Monitor and review risk assessments, sharing information that could influence changes to policies, guidance and working practices.

2.6. Deputy Director and Trust Senior Leaders will:

- Apply the relevant Health and Safety Policies to their own area of responsibility/work.
- Share and implement with members of their teams, specific health and safety procedures e.g. lone working policies, task specific risk assessments.
- Promote a sensible approach to health and safety, helping to create a safety conscious culture in the workplace and champion Health and Safety at Senior Leadership Team meetings, School effectiveness meetings, Board meetings as well as wider trust meetings.

2.7. All Trust Staff

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school / Trust.

Employees of the Trust, whether they are fixed term contract or permanent, take the responsibility to:

- Take reasonable care of their own health and safety and that of others.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Ensure that they are familiar and up to date with the Trust's Health and Safety policy and standard procedures.
- Co-operate with the employer/Trust supporting the implementation of this Health and Safety policy and any local school arrangements.
- Ensure as far as is reasonably practicable that their work area is safe.
- Raise health and safety concerns in line with local arrangements.
- Inform the relevant management if something happens that might affect their ability to work safely, e.g., suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment that they are competent and have been trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.8. The Local Governing Boards

The responsibility for ensuring that health and safety procedures within each school are adequate rests with its Local Governing Board. The Local Governing Board members will ensure that there is adequate health and safety provision at the school and that all necessary procedures are implemented, monitored and reviewed to ensure compliance with health and safety standards and legislation. They will:

- Ensure the Trust Health and Safety Policy agreed by the Trust Board is implemented in full.
- Ensure that the Health and Safety Policy is reviewed annually or sooner (where required).
- Appoint a member of the Local Governing Board to be responsible for liaison on health and safety issues with the Headteacher and staff.
- Ensure that the school has an appropriate Educational Visits policy and procedures, so that outdoor and residential visits are planned, approved, conducted and recorded in line with national guidelines.
- Ensure that there is assessment of the risks of all activities, both in school and off-site, and that measures are taken to manage those risks.

- Ensure that their school employees have a safe and healthy environment in which to work, and that no-one is adversely affected by the working of the school.
- Raise any health and safety concerns with the Headteacher.
- Monitor work practices and regularly review safety management systems and arrangements. This includes staff sickness levels and types of sickness absences.
- Review the minor injury/ near miss and accident/incident records identifying trends in accident type, activity, individual involved, and the location.

2.9. Executive Heads/Headteachers

The Headteacher has day-to-day responsibility for health and safety management of the school and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities.

All Headteachers will:

- Implement the Trust Health and Safety Policy.
- Share this local Health and Safety Policy with all staff and review this annually or sooner (where required).
- Develop a health and safety culture throughout the school by engaging and consulting with employees on day-to-day health and safety conditions.
- Take day to day operational decisions with all due regard to health and safety.
- Raise any health and safety matters with which they cannot deal directly with the Operations Manager and/or Estates Manager.
- Ensure adequate resources for health and safety are available.
- Ensure staff understand their responsibilities and can access appropriate support, advice, and training to help them manage risks responsibly.
- Monitor effectiveness of health and safety procedures and local policies.
- Update their Local Governing Board on a regular basis on health and safety matters. This will be a standing agenda item on all LGB meetings.
- Ensure that an adequate investigation occur for serious accidents or incidents the occur on the school premise or during school events.
- Recognise the role of staff members of the Trust who are safety representatives appointed by recognised trade unions and co-operate with them when requested.
- Ensure that the school correctly implements its Educational Visits policy and procedures, so that outdoor and residential visits are planned, approved, conducted and recorded in line with national guidance and that this information is shared with their LGB.

Whilst overall responsibility for health and safety cannot be delegated, Headteachers may choose to delegate certain tasks to other members of staff. This is usually by assigning someone as the 'Person Responsible for Health and Safety' at the school. This role is further supported by other members of the team e.g. administrative staff and caretakers.

2.10. Person Responsible for Health and Safety

This person has the delegated task of assisting their Headteacher to discharge their duties in relation to the day-to-day management of health and safety within that school. This will usually be part of another role, e.g., Head of School, School Business Manager, Office Manager- or in small schools may be the Headteacher themselves. To do this they will:

- Co-ordinate and manage the risk assessment process for the school.
- Identify significant hazards within their school and ensure suitable risk assessments are undertaken, which will include general workplace risks, staff or pupil appropriate risk e.g., new and expectant mothers, substance risks, equipment risks, off-site visits, etc.
- Implement and monitor all control measures identified by risk assessments.

- Draw up relevant health and safety procedures or local policies.
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteacher.
- Co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Headteacher should funds not be available.
- Record records of inspection, servicing, and maintenance on the Trust compliance software.
- Ensuring staff and visitors are aware of the on-site procedures and precautions to follow
- Responsible for the efficient management of external contractors
- Assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Review all accidents and incidents with the Local Governing Board to identify trends (at least annually).
- Arrange periodic health and safety audit checks and liaise with the Headteacher.
- Organise termly Health and Safety routine premises inspection in conjunction with the Headteacher and, include a Local Governing Board member at least annually, reporting any necessary remedial actions to the Headteacher.

2.11 School Administrators and/or Site Staff

This person has a role in supporting the Person responsible for Health and Safety in implementing the day-to-day checks on site to ensure a safe working environment. To do this they will:

- Ensure the effective control of risks within areas under their control e.g. fire safety, legionella management, asbestos management, and keep records of these check on the I Am Compliant system.
- Co-ordinate the local arrangements for the statutory testing and maintenance of equipment e.g. boilers, electrical equipment, and keep records of these on the I AM Compliant system.
- Undertake inspections of general site safety and security e.g. glazing inspections, playground checks, perimeter checks.
- Support the person responsible for health and safety in implementing and monitoring the control measures identified by the risk assessments to ensure safe ways of working
- Resolving health, safety and welfare problems referred to them by members of staff or referring to line manager any problems they are unable to resolve within the resources available to them
- To co-ordinate and action repairs to the school
- Input on school wide events and lettings to external parties

2.12. All other Staff (including Cover and Supply) will:

- Be familiar with the Health and Safety policy and its contents.
- Familiarise themselves with the Health and Safety aspects of their specific work areas and avoid conduct which would put themselves or anyone else at risk.
- Ensure that staff, pupils and visitors under their control, make use of any health and safety provision, including any risk assessment pertinent to that activity.
- Exercise effective supervision of pupils and know emergency procedures in respect of fire, first aid, and other emergencies and how to carry them out
- Undertake regular inspections of their rooms, and any equipment they use, and bring any faults promptly to the attention of the Headteacher, Person Responsible for Health and Safety or Site Manager (as appropriate)
- Have an active interest in promoting Health and Safety and suggest ways of reducing risks
- Raise any health and safety concerns relating to working practices, procedure, equipment, accommodation, or fire.

- Comply with any relevant school policies, risk assessment and procedures
- Set a good example by following safe working procedures personally e.g. use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied, ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities that they observe.
- Undertake Health and Safety training when required.

In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of pupils.

2.13. Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency or to prevent injury to themselves or others.
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

2.14. Trade Union Safety Representatives

Any Trust employee appointed as a Trade Union Health and Safety Representatives will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. The Headteacher will also consult regularly with them on health and safety matters, and they will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

At this point in time, the Trust does not have a Health and Safety committee but would however be obliged to set one up (within three months of the request) if two or more staff members who are union-appointed Health and Safety representatives request this in writing.

2.15. Volunteers

Volunteers (such as parent helpers. etc.) have a responsibility to act in accordance with School local policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's Health and Safety policy and local School policies and procedures.

Volunteers are also expected to act only under the supervision of a qualified member of staff and risk assessments will cover their activities.

2.16. Contractors

All Contractors working on Trust and school premises, on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities.

Contractors are legally responsible for ensuring their own safety on Trust premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others and must not cause a hazard to staff or students at the school.

Contractors will be required to demonstrate their competence to carry out specific hazardous work, prior to their engagement. Contractors will be inducted to site and made aware of any safety provision prior to commencement of any works.

The catering and cleaning contractors are responsible for the safety of the kitchen and cleaning areas and must notify the Headteacher and/or SBM of any hazards.

All contractors should report to the front office on arrival, be signed in and abide by the school's site rules. Review the asbestos register where appropriate prior to commencing any works.

For further information on the management of contractors see the Trusts contractor management policy.

3. Trust Arrangements for Health and Safety

3.1 Competent Person Advice

The Trust has appointed an Estates Manager which incorporates the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice which will provide additional advice and support, undertake proactive monitoring visits to all premises and provide constructive feedback on any issues that are found.

The Trust's current external advice is provided by 'In House Safety' and can be directly accessed by all schools in the Trust.

3.2 Health and Safety Management

The Trust will monitor performance of its schools and Central Team in line with its requirements as the Employer. This will include following the general 'Plan, Do, Check, Act' principles of the Health and Safety Executive publication HSG65 – 'Managing for Health and Safety'.

The principles 'Plan, Do, Check, Act' achieve a balance between the systems and behavioural aspects of management. They also treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively manage health and safety are:

- Leadership and management.
- A trained/skilled workforce.
- An environment where people are trusted and involved.

3.3 Health and Safety Management System

The Trust uses iAM Compliant which monitors compliance issues across its estate, and can be used to store risk assessments, report accidents and log elements such as premises defects. It also includes e-learning modules on key elements including fire awareness, legionella management and asbestos awareness.

3.4 Measuring Performance

The Trust will utilise various means to measure safety performance within schools such as:

- An annual programme of health and safety audits.
- Site inspections/safety tours.
- Local review of risk assessments and the subsequent control measures.
- Review of information coming out of Local Governing Board, and other meetings.
- Results of any external reviews/investigations
- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings, and good practice throughout the Trust.

3.5 Audit

A programme of health and safety audits is to be implemented for all schools with the target of all schools achieving the 'SafetyMark' standard for health and safety.

The implementation of the school assessment, audit and action plans will be the Headteachers' responsibility, assisted (where necessary) by the Estates Manager.

Audit performance and completion of such action plans will be monitored primarily by the Local Governing Board. This audit programme will be enhanced with a site walk around to look at the physical environment, conducted with the health and safety LGB member, at least annually. Results of site walk to be discussed at the next LGB meeting and highlighted to the Trust if necessary.

3.6 Training

All employees within the Trust should receive appropriate information, instruction, training, and supervision to undertake their roles and responsibilities safely and work in a safe environment. Schools will be expected to undertake their own training needs analysis and maintain suitable training records. Schools have access to I AM compliant for the provision of the majority of basic safety training modules. The school is also able to seek specific training from other specialist providers as required based on site specific needs e.g. First aid training.

All employees must receive induction training regardless of whether they are permanent, part time, temporarily employed, etc.

This induction training should cover:

- Health and Safety Policy and other associated policies
- Fire and emergency procedures
- First aid provision
- Welfare facilities
- General housekeeping arrangements and defect reporting
- Procedure for accident/incident reporting, including near misses.
- Relevant risk assessments which might affect them.
- Job specific training needs and;
- How to raise health and safety concerns.

3.7 Accident/Incident Reporting and Investigation

All employees must report and record all accidents, incidents, near misses and dangerous occurrences to enable such incidents to be reviewed and investigated accordingly- this can be done either on site in an accident book or on the iAM Compliant system.

The more serious accidents must be recorded on iAM Compliant- this should include any premise related accidents, head bumps where parents are called, serious accidents and injuries to staff. Accidents involving parents, visitors or contractors will also need to be recorded on the system and advice from the Person Responsible for Health and Safety should be sought immediately on how to deal with these.

Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Person responsible for Health and Safety at the school will ensure they are clear on the type of accidents/incidents that need reporting to the HSE and that they will seek advice from the Estates Manager or In House Safety if they think the threshold for reporting has been met. The Trust central team can then assist in making any required RIDDOR reports.

The CEO or the Board of Trustees may decide to conduct internal investigations into incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

An investigation may be launched by external authorities e.g., the HSE, in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.

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

3.8 Enforcing Authority

The enforcing authority is the Health and Safety Executive (HSE) - www.hse.gov.uk,

The Trust schools within Shropshire come under their Wales and South West region. The local office is:

HSE (Crewe Office),
Hornbeam House,
Electra Way,
Crewe.
CW1 6GJ

The Trust schools within Herefordshire and Worcestershire come under their Midlands region. The local office is:

HSE (Birmingham),
19 Ridgeway,
9 Quinton Business Park,
Quinton,
Birmingham.
B32 1AL

3.9 Ratification of Policy

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed could lead to the prosecution of the Trust's Board, Chief Executive Officer, Local Governing Board members or individual employees.

Failure to comply with health and safety requirements could also lead to disciplinary action. The Trust HR policies give full details on disciplinary and misconduct procedures.

4. Task Specific Arrangements for Health and Safety

Each site will have its own unique set of requirements- but where applicable the following will be applied.

4.1 Asbestos

To minimise risk from asbestos containing materials schools maintain a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos.
- Removing asbestos containing materials where the risk to building users is unacceptable
- Monitoring the condition of remaining asbestos containing materials on site on an annual basis.
- Having a named officer who has responsibility for implementing the Asbestos Management Plan
- Where necessary communicating to all staff and visitors where asbestos containing materials are located on the school site via the asbestos register maintained in the school office.
- Having appropriate emergency procedures in place, defined in the Asbestos Management Plan, to deal with any unauthorised release or exposure to asbestos fibres.
- Checks around asbestos management will be recorded on I Am compliant.

A copy of the schools Asbestos Management Plan will be made available on the school site for staff and contractors to see when required.

4.2 Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

The Public Health Agency has produced guidance in the form of a poster titled “Guidance on Infection Control in Schools and other Childcare Settings”.

This document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

4.3 Contractors

The Trust and the School recognises its responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law.

The client in these circumstances is either the Trust or the School. The client must be satisfied that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client will manage and supervise the work of the contractors. The more impact the contractor’s work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. The client therefore requires sufficient knowledge and expertise to manage and supervise the contracted work.

The school will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The school are responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures and inform them of any known hazards that might affect them whilst at work. Contractors in turn should notify the school of any hazards arising from their activities, which may affect the occupants of the establishment so mitigation can be put in place.

External catering and cleaning contractors used by the school are responsible for the safety of the kitchen and cleaning areas and must notify the Person responsible for health and safety of any hazards or concerns that arise. Catering and cleaning contractor’s employees must wear an identifiable uniform or an identity badge at all times.

All contractors should report to the front office on arrival, be signed in and abide by the school’s site rules. Whilst on site, all visitors and contractors must wear a school visitor’s badge.

Further information is available in the Trusts Contractors policy.

4.4 Curriculum safety

Subject/phase Leaders are required to undertake suitable risk assessments for each aspect of their subject’s teaching that consider appropriate health and safety matters.

All teaching staff are expected to consider all advice and guidance concerning their subject areas when considering lesson planning. The school will ensure that they have access to various organisations E.g. CLEAPSS to provide this guidance.

All leaders of out of school activities must complete full risk assessments, in line with School policies, in consultation with the designated senior leader and approval is required from the educational visits coordinator.

4.5 Drugs and medication

Details with regards to the Administration of medicines within each School are contained within the site specific “First Aid Policy” and/or “Supporting Pupils with Medical Needs Policy”.

All local arrangements will all cover the following key areas:

- Parent/carer requests for medicines to be administered to their children must be received in writing using the form available from the Reception Office.
- Appropriately qualified/ trained first aid staff will administer medication.
- Medicines will be secured safely and appropriately out of reach of children.
- The amount of medication and the time given must be recorded and the form signed by the member of staff who has administered the medication.

This process will be overseen by the lead first aider at the school.

4.6 Electricity at work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. ‘Systems’ includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Portable Appliance Testing will be carried out by an appropriate contractor and records shall be maintained on iAM Compliant. Any item which fails such a test must have the appropriate ‘fail’ sticker attached to it and must be removed from use for repair or replacement.

Fixed electrical installations will be inspected by a competent person at least every five years or frequency determined by the competent person. The school will ensure that any C1 or C2 recommendations identified in the inspection report are appropriately addressed.

Staff and pupils may not bring their own personal electrical appliances into the school unless they have had the earth-bond and insulation checked by a competent person.

4.7 Fire safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire. Each school will appoint a competent company to undertake fire risk assessments and provide competent fire safety advice. The fire risk assessment should be reviewed annually and a new survey conducted at least every 5 years (sooner if changes to the building require it).

The school should appoint a “Responsible Person” who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include:

- ensuring recommendations identified in the fire risk assessment have been undertaken,
- reviewing the fire risk assessment on a regular basis,
- developing an Emergency Evacuation Plan,
- ensuring appropriate procedures are in place to call and liaise with the local Fire and Rescue Service

- Ensuring that Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility have been completed.
- Ensuring that Fire wardens have been appointed at the school
- Organising termly fire drills
- Ensuring appropriate fire safety records are being maintained.
- Ensuring that staff have received appropriate fire safety training for their position.

Each school shall also ensure that appropriate competent contractors have been appointed to ensure that the fire safety systems are being serviced and maintained at the required intervals. Contractors will be appointed to cover Fire Fighting Equipment including Extinguishers, Fire Alarm and Detection Systems and Emergency Lighting Systems. These records will be stored on I AM Compliant.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Headteacher and the Trust.

4.8 First Aid

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

A first aid assessment of needs for the school has been undertaken by the Person responsible for Health and Safety at the site. This assessment determines an appropriate level of first aid cover for the school.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid or equivalents. (*Whichever is deemed most appropriate*). This training will be monitored and refresher training provided at the required intervals.

Details of the nominated persons with first aid responsibilities are on prominent display around the school site.

The school shall ensure that appropriate first aid equipment is located and maintained around the site as determined by the first aid needs analysis.

Any accidents requiring first aid must be reported using the accident reporting procedure and more serious accidents recorded on iAM Compliant.

4.9 Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered on the Gas Safe Register.

The school must ensure that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances, namely commercial boilers, domestic boilers, domestic gas appliances and catering appliances etc.

The school will ensure that the chosen competent contractor will attend on the terms of the service contract, which shall be at least annually. The school will monitor the gas appliances on site and will take appropriate actions and report to the relevant competent contractor any defects found.

The school will maintain the relevant gas safety records on the iAm Compliant system.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

4.10 Glass and Glazing

All glass in doors and side panels must be safety glass and all replacement glass is to be of safety standard. The condition of glass is monitored by school staff and any glass in a dangerous condition must be immediately replaced. Any single glazed units are checked regularly by school staff and high-risk areas filmed or replaced with laminated glass as deemed necessary. A regular glass and glazing survey will be carried out and records kept on iAM Compliant.

4.11 Hazardous substances (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The school will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed annually. The material safety data sheets must also be kept up to date and stored with the risk assessments.

4.12 Health and Safety Advice

The Trust will ensure that the school has access to competent safety advice provided by an appropriate company. The current company is In House Safety.

4.13 Housekeeping, cleaning and waste disposal

Where the school contracts cleaning services from outside bodies or it oversees cleaning "in house", on a day-to-day basis, schools will:

- Ensure that all contractors have their own health and safety policy, risk assessments, safety data sheets and training records.
- Ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.
- Ensure that wet floor warnings are in place to minimise risk of slips and falls. All areas are dry mopped to prevent any risk of slips.

- Dispose of glass and sharp objects safely.
- Put in place arrangements for bad weather days
- Ensure, as far as possible, that waste and recycling bins are at safe distance from buildings and that they are secure.

4.14 Lettings and shared use of premise (where applicable)

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises. The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

All parties using the Trust properties will be made aware of the Trust's Health and Safety Policy. They will be required to confirm their adherence to it and the application of its contents in order to successfully occupy the agreed areas. This policy will form part of any contract for short or long-term letting.

School staff will undertake regular checks to ensure that prior to lettings:

- the fire alarms are working;
- emergency lighting is working;
- fire doors are working;
- escape routes are clear;
- the hirer is aware of escape routes.

4.15 Lifting Operations and Lifting Equipment (where applicable)

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoists; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, LOLER requires that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

The Trust requires that all lifting equipment installed or in use in its schools is clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

The Trust also require that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Staff must not use lifting equipment unless they have received appropriate training. Staff must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

The Trust requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination. Each school will ensure that a competent person is appointed for this purpose.

Ongoing thorough examination must be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

The school will ensure that the following documentation (where available) is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
 - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
 - Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
 - Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Further information and guidance on LOLER can be found in the following documents:

- “Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998”.
- “Thorough examination of lifting equipment – a simple guide for employers”.
- “Thorough examination and testing of lifts – simple guidance for lift owners”.

4.16 Lockdown procedures

Lockdown procedures are a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and students in the school. School staff should be alert to the security of the school site and procedures for maintaining site security.

Schools should consider how they would respond to the need to evacuate, invacuate or hold a full lockdown depending on the type of threat faced. Schools must also consider their communication strategies around these three different approaches and how the message is shared with both staff around the site and external agencies. A separate Lockdown Policy and Procedure may be required to full detail actions.

4.17 Lone working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as “those who work by themselves without close or direct supervision”. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

The school will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in and must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of all staff to follow the agreed lone working procedures in their school and safe systems of work, and to report immediately any problems or concerns to their line manager. Further guidance is available in the HSE document Working alone in Safety (INDG73).

All staff who work during school closure periods are required to sign in and out via Reception. Staff who work during school closure periods have use of a mobile phone to enable them to contact others immediately if required. The external doors are kept locked to keep out intruders but to allow exit in the event of an emergency.

4.18 Maintenance and inspection of equipment

The person responsible for Health and Safety at each site is responsible for inspection of the following items:

- ladders, steps and scaffold examined each time they are used and kept secure
- fire alarms to be tested weekly
- emergency lighting to be tested monthly
- fire exits to be inspected monthly
- fire extinguisher to be inspected monthly
- fire doors to be inspected monthly
- records kept for fire safety equipment and all health and safety checks on I AM compliant system

An annual inspection of all gymnasium and play equipment takes place by a competent company. Any defective items are highlighted and repaired or replaced as necessary. All other PE Equipment is monitored by staff and repaired or replaced when needed.

4.19 Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable.

Assess the risk of injury from any hazardous manual handling that can't be avoided.

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The school will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary.

Employees are required to:

- Follow appropriate systems of work.
- Make proper use of equipment provided.
- Co-operate with their employer on health and safety matters.
- Inform the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. The school will ensure appropriate training records are maintained.

If a member of staff develops any medical/physical condition, the Person Responsible for Health and Safety should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

4.20 New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the regulations identify two groups of workers; New mothers and Expectant mothers; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the school in writing that they are in any of the above groups, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice and Guidance is available: HSE 122 – New and Expectant Mothers at Work – An Employers Guide, INDG 373 – A Guide for New and Expectant Mothers who Work.

4.21 Permits to work

Contractors working on the premises carrying out ‘hot work’ and other hazardous activities will need to follow the required permit to work system gaining authorisation from the person responsible for Health and Safety before starting work.

4.22 Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

PPE is defined in the regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Subject areas provide pupils and students, teaching and technical staff with suitable PPE in accordance with their risk assessments. PPE identified for use in a particular situation must be worn when necessary, by the identified persons

4.23 Playground Play Equipment

The Health and Safety at Work Act 1974 requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations 1998 requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so.

The Trust recognises that it has a duty of care to all pupils, and this includes ensuring that playground equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a weekly basis by appropriate staff. These checks will be recorded on iAM Compliant. The school will also organise for a competent company to undertake a full safety check and report on the condition of all outdoor play equipment on an annual basis. Any appropriate recommendations made will be rectified as soon as practicable- these records will also be recorded on iAM compliant.

4.24 Poster on Health and Safety Law

These are located in a prominent place at each school site and will be updated by the person responsible for Health and Safety.

4.25 Reporting defects

At present defects can be reported by contacting the Person Responsible for Health and Safety on site via email or by entering the defect in the school's defect reporting system.

Reported defects reports will be checked daily and appropriate measures undertaken on a risk assessed basis. If defects cannot be rectified satisfactorily then other measures will be taken to make the area or situation safe until a permanent repair can be made.

4.26 Risk assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The school will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment by appropriately qualified and identified staff.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note:

The regulations stipulate that a specific risk assessment must be undertaken for new and expectant mothers, young persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, PPE and Manual Handling

Risk assessment forms should be reviewed annually by all subject and phase leaders and those responsible for the buildings, the fabric of the school and those leading trips and educational visits. These are issued and monitored by the Person Responsible for Health and Safety and reviewed by the relevant head of department.

All risk assessments will be maintained in an appropriate location on site.

4.27 School trips and off-site activities

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits, the Trust and the school follows guidance issued by the DfE titled “Health and safety of Pupils on Educational Visits”

In accordance with this guidance the school will designate an appropriately trained Educational Visits Coordinator who will plan, approve, conduct and record all visits in line with national guidelines using support of systems such as Evolve.

4.28 School Transport – School Owned Minibuses

The Provision and Use of Work Equipment Regulations 1998 set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These regulations cover minibuses that the school either owns or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the school to ensure that a Section 19 Permit is displayed on the minibus windscreen at all times. Minibus drivers must be over the age of 21 and have received appropriate minibus training. The school shall maintain a list of appropriately qualified minibus drivers.

All minibus drivers must complete the vehicle log each time the minibus is used and carry out a pre-use check.

All vehicles must have:

- An MOT if over 1-year-old (13 or more passenger seats) or 3 years old (12 or less passenger seats);
- A valid certificate of insurance.
- A fire extinguisher complying with BS 5423;
- A first aid kit.

The minibus must, as a minimum, be subject to the following:

- Pre-use checks by the driver
- Annual maintenance (including MOT).
- Two safety checks between annual maintenances (e.g. Autumn Term – Annual Maintenance, Spring Term – Safety Check, Summer Term – Safety Check).

Alternatively, school transport is organised via the local council who appoint nominated companies which comply with the specified health and safety guidelines.

4.29 School Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety. Therefore, the Headteacher should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The person responsible for Health and Safety within the school may assume the responsibilities for school security. The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours, and the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security
- Lockdown procedures due to civil disturbances etc.

4.30 Smoking

All Trust schools are non-smoking sites.

4.31 Stress and Staff Wellbeing

The well-being of all staff is of the highest priority of the Trust, and it will explore all avenues to help ensure the happiness and security of its employees.

All staff have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general well-being of staff in their team. In particular cases of stress or illness, staff are encouraged to raise any concerns with their line managers and their Headteacher.

The Trust have an Employee Assistance Program which provides both access to 24/7 Counselling as well as access to resources to support and wellbeing. These can be found via the Trust's rewards portal www.dhmatrewards.org.uk

4.32 Training and Development

The Trust and the school are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others. Induction training will be provided to all new employees appropriate to their role.

4.33 Use of Display Screens / DSE

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

Where users are identified, the following must be ensured:

- Workstations are assessed using an appropriate workstation assessment checklist and the risks reduced, as applicable.
- Workstations meet the minimum requirements as outlined on the checklist;
- Work is planned to allow adequate breaks or changes of activity.
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

4.34 Vehicles on site

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues should be considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it.
- Roadways and footpaths should be separate whenever possible.
- Protection for people who work near vehicle routes.
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.
- As far as possible, parked vehicles are kept out of the flow of traffic and people.
- Drivers are notified of designated parking areas on entering the site.
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles.
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it.
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads.
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety.
- Install clear signs to tell drivers and pedestrians about the routes they should use.
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

4.35 Violence/ Personal Safety

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within the school will not be tolerated. A risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer the Trust and the School will support any employee who is assaulted or threatened in the course of their duties.

For further details on the procedures to follow please see the Trusts 'Unreasonable behaviour towards staff policy'.

4.36 Working at height

The Work at Height Regulations 2005 requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".

The school will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely. Where working at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept on iAM compliant.

Staff using the equipment should carry out visual checks prior to every use. Staff must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the person responsible for Health and Safety should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment prior to its use.

4.37 Water Hygiene / Legionella Management

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The Trust will ensure that an adequate risk assessment of the water systems in its buildings is carried out by a competent person; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The school shall maintain a copy of the Legionella Risk Assessment on site for reference purposes.

The school shall ensure all water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the monitoring, inspection and testing should be recorded on site and reported on iAM compliant. These should be kept for at least 5 years.

Further information can be found on HSE website www.hse.gov.uk - Legionnaires' disease - a guide for employers.

4.38 Work experience

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person's when carrying out their risk assessments.

The person responsible for health and safety will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The school will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.