Academies Trust

Health and Safety Policy

Policy details

- Approved by the Trust Board on 01/10/26
- Applicable from 01/10/26
- Next review date: October 2027
- Policy owner: Chief Operating Officer

Contents

1. Statement of Intent
2. General Principles
3. Trust & Academy Organisation Structure
4. Specific Standards: Roles and Responsibilities
   - 4.1 The Trust Board
   - 4.2 The Chief Executive Officer
   - 4.3 The Chief Operations Officer
   - 4.4 Academy Community Councils
   - 4.5 Principal/Head Teacher/Head of School
   - 4.6 Regional Directors
   - 4.7 Trust Property and Health and Safety Manager
   - 4.8 The Academy's Health & Safety Committee
   - 4.9 Independent Health & Safety Auditor
   - 4.10 Employees
   - 4.11 Volunteers, Temporary Staff and Agency Workers
   - 4.12 Pupils/Students
   - 4.13 Union Representatives
   - 4.14 Contractors and Subcontractors
   - 4.15 Catering, Cleaning, Waste Management & Washroom Services
   - 4.16 Visitors/Lettings/Hirers
   - 4.17 Fire Marshals
5. Health & Safety Arrangements
   - 5.1 Health and Safety Training
   - 5.2 Review and Update of Health & Safety Information
   - 5.3 Policy Monitoring
   - 5.4 Security
   - 5.5 Workplace Safety Creating a Safe Environment
   - 5.6 Information, Communications and Consultation
   - 5.7 Premises Hire
   - 5.8 Emergency Procedures
   - 5.9 Lone Working
   - 5.10 Access and Egress
   - 5.11 Guidance for Key Holders attending Alarm Calls after Hours
   - 5.12 Occupational Health Services and Managing Work Related Stress
   - 5.13 Manual Handling
   - 5.14 Risk Assessments
   - 5.15 Management of Asbestos
   - 5.16 Accident Reporting

5.17 Administration of Medication
5.18 First Aid
5.19 Display Screen Equipment
5.20 Fire Precautions and Emergency Procedures
5.21 Control of Substances Hazardous to Health (COSHH)
5.22 Electricity at Work
5.23 Prevention and Control of Legionella
5.24 Work Permits
5.25 Boiler and Electrical Room Safety
5.26 Provision and Use of Work Equipment
5.27 Control of Noise Exposure
5.28 Playground Safety
5.29 Pedestrian and Vehicle Safety
5.30 Educational Visits
5.31 Arrangements for New Staff
5.32 New & Expectant Persons
5.33 Standards
5.34 Equal Opportunities

6. Review

7. Monitoring, Evaluation and Review

1. Statement of Intent

The Co-op Academies Trust (the Trust) recognises that people are at the heart of the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and wellbeing of employees and students within its care, visitors to the premises and others who could be affected by its actions.

The Trust recognises it has responsibilities under the Health and Safety at Work Act 1974 (HSWA) and that the effective management of health and safety plays an important role in the overall performance as an educational establishment; by keeping people safe and maintaining a healthy and safe learning and working environment for all.

The Trust is committed to establishing a proactive and positive health and safety culture throughout the organisation, via the implementation of Trust of Health and Safety policies. Academies will ensure that they are meeting the Policy aims and objectives and will actively strive for continual health and safety improvement by working in consultation with managers, employees and other partners.

This Policy will support our goal of being an organisation where everyone can fullfil their potential free from work related injury; this includes employees, students, contractors and others who may be affected by our activities.

The Trust recognises the importance of employees, learners and others each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and associated arrangements and procedures are observed.

The Policy applies to all staff employed by the educational establishments which form part of Co-op Academies Trust, as well as members of the Academy Community Council or the equivalent of those establishments, Trust Head Office staff, pupils, visitors, Members and Trustees and any contractors or consultants undertaking work on behalf of the Trust.

This Policy Statement of Intent will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

Chris Tomlinson

Chief Executive Officer

2. General Principles

The Trust acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any Trust establishment and that the following principles will be developed and introduced across the Trust:

- **Control -** those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation** - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- **Communication** - communication of health and safety information is essential and care must be taken to continually review and improve this.
- **Competence** - developing the health and safety competence of board members, managers, employees, and contractors is at the heart of successful health and safety management.

These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

3. Trust & Academy Organisation Structure

3.1 **The Trust** as the employer has overall accountability for the policies and procedures in the Trust.

3.2 **The Chief Executive Officer** has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principles and objectives of the Health and Safety Policy.

3.3 **The COO** has strategic oversight of this area delegated by the CEO and line manages the Head of Property and Health and Safety.

3.4 **Academy Community Councils** must adhere to the terms of academy and central policies in all aspects of their work.

3.5 **The Principal/Headteacher/Head of School** has been delegated responsibility for local policies, the day-to-day maintenance and development of safe working practices and conditions for teaching staff,

support staff, pupils, visitors and any other person using or who are engaged in activities sponsored by the Academy.

3.6 **The Trust's Property and Health and Safety Manager** provides support and advice to each Academy and monitors health and safety matters across the via Trust and reports directly to the **Chief Operations Officer** and local Academy **Principals/Headteachers/Head of School** on such matters.

3.7 Each Academy appoints an appropriate **Health & Safety Representative** who has been delegated some/part responsibility for the day-to-day management, co-ordination, and implementation of the Policy by the Principal/Headteacher/Head of School and will report directly to the **Principal/Headteacher/Head of School.**

3.8 **Heads of Areas/Departments** have responsibility for health and safety within their areas and for reporting to the Principal/Headteacher/Head of School or the Health & Safety Representative.

3.9 Each Academy shall implement regular (at least termly) **Department and Team meetings** with reports and recommendations going to the Principal/Headteacher/Head of School.

3.10 Each Academy may offer and provide consultation, communication, and collaboration with **Union Safety Representatives** to discuss all health and safety issues as required with the Principal/Headteacher/Academy Head or their Health and Safety Representative.

4. Specific Standards: Roles and Responsibilities

4.1 The Trust Board

The Trust Board holds specific responsibilities throughout the Trust and assists in ensuring that the Health & Safety Policy is implemented as appropriate and for ensuring that academies comply with health and safety legislation.

The board should formally review health and safety performance at least once a year. The review process should:

- Examine whether the Health and Safety Policy reflect the Trust's current priorities, plans and targets;
- Examine whether risk management and other health and safety systems have been effectively reporting to the board;
- Report health and safety shortcomings, and the effect of all relevant board and management decisions;
- Decide actions to address any weaknesses and a system to monitor their implementation;
- Consider immediate reviews in the light of major shortcomings or events; and
- Set the direction for the Trust for effective health and safety management.

4.2 The Chief Executive Officer (CEO)

The CEO has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principals and objectives of the Trust's Health and Safety Policy, namely to:

- Inform and advise the Trust Board of the resources required to comply with statutory requirements and make adequate arrangements with the Chief Financial Officer to set the agreed budgets at Academy level.
- Ensure that arrangements for the monitoring and audit of health and safety are in place across the Trust academies.
- Nominate a representative to act on their behalf to support the academies across the Trust (Chief Operations Officer).

4.3 The Chief Operations Officer (COO)

The COO has strategic oversight of this area and line manages the Head of Property and Health and Safety. In addition they will:

- Provide termly updates to the Audit and Risk Committee (Trust Board when required), on all matters affecting health and safety.
- Ensure that Principals/Headteachers/Head of School know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met.
- Ensure adequate communication and consultation between management, any specialist

advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety.
- Ensure that all Health & Safety Representatives who are appointed under statutory regulations can effectively carry out the duties required of them.
- Ensure that each Academy provides the correct level and standard of training to meet all aspects of health and safety.
- The creation of a positive health and safety culture across the Trust.

4.4 Academy Community Councils (ACC)

The **ACCs** (or the equivalent in each academy) must ensure that they adhere to all relevant academy and central policies in their engagement with academies. This includes promoting a positive attitude to health and safety and adopting safe working standards in all of their activities.

4.5 Principal / Headteacher / Head of School

The Principal / Headteacher/ Head of School has been delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the Academy.

The Principal/Headteacher/Head of School will take an active leadership role in all aspects of safety management and take all reasonable steps to achieve this through the involvement of all staff at the Academy for all its activities, generally the Principal/Headteacher/Head of School is responsible for the following:

Policy, Procedures & Risk Assessment

- Ensure that the Trust Health and Safety Policy and Academy procedures are implemented and applied effectively within the Academy.
- Ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site.
- Implementation of a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of Students on site and when engaged in Academy activities off-site.

Leadership & Management

- Provide a robust management structure for managing health and safety issues across the Academy.
- Delegate to the members of the Senior Leadership Team (SLT) appropriate tasks for the day-to-day implementation of the Policy, in high-risk areas such as

Facilities, Science, PE etc.

- Ensure the provision of an appropriate number of specialist staff with responsibilities for health, safety, and welfare, ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements.
- Ensure that adequate ring-fenced funding is allocated to individual departments for their health and safety requirements.

Training, Information & Communication

- Ensure that the information on health and safety good practice is available to Academy staff and visitors, is up to date, easily accessible and promoted throughout the Academy. This includes the risk assessment templates.
- Ensure that the health and safety training needs of all staff are identified, and appropriate training provided.
- Ensure that staff are consulted appropriately on issues that affect them.
- Ensure all new staff are provided with a full induction to the Academy procedures and facilities.
- Attend relevant health and safety briefings and training.

Safe Environment & Compliance

- Ensure the development of a safe environment for all visitors to the Academy.
- Providing adequate resources to ensure compliance with legislative requirements of the statutory Planned Preventive Maintenance (PPM) regime.
- Ensure that the Trust property management & health and safety management systems are used effectively by relevant users, with sufficient training provided in a timely fashion, ensure that the Parago management system is used to record all data and evidence of health and safety provision and certification.
- All relevant dated evidence of certification will be uploaded to the Parago management system. This will be reviewed regularly and monitored at Central Trust level.
- Ensure accurate records are maintained and uploaded onto the Trust health and safety electronic platform Parago.
- Ensuring that defects and damage to the site, premises, plant and equipment across the Academy are properly and promptly identified and remedied in order to provide safe working conditions.
- Ensure safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus (e.g. LOLER and PUWER Regulations).
- Ensure that suitable personal protective equipment (PPE) is provided and used correctly.

Incident Response, Reporting, Escalation & Remedial Actions

- Liaise with the Chief Executive Officer or their representative to inform that

person of any health and safety issues or risks that arise.

- To establish and implement any recommendations made by the Trust to improve standards in areas of low performance.
- Ensure that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- Ensure that first aid facilities are maintained, and accident reporting schemes are in place and comply with legal and Trust Policy requirements.
- Prepare and implement the Trust generic emergency Policy and plan covering all foreseeable major incidents.

Monitoring Performance

- Ensure that health and safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis.
- Carrying out periodic safety reviews and audits.
- Ensure that liaison with contractors is maintained and that regular reports are obtained.
- Ensure that the Academy Community Council or equivalent is updated on any key changes to the health and safety policy which will impact upon their practice.
- Report to the Trust Board at least once per term on health and safety matters.

4.6 Regional Directors

Regional Directors have a line management role and monitor all aspects of health and safety on Trust sites, holding specific responsibilities working in partnership with Principal/Headteacher/Head of School regarding supporting and the monitoring of pupil and Trust employees across the Trust, in relation to the possible risks of accidents and/or near misses and trends caused by pupil behaviour.

4.7 The Trust's Head of Property and Health and Safety

This role is responsible for providing support and advice to each Academy Principal/Headteacher/Head of School and monitoring health and safety matters across the Trust, reporting directly to the **Chief Operations Officer** and local Academy **Principals/Headteachers/Head of School** on such matters, particularly the key functions listed below:

Policy, Procedures & Risk Assessment

- Ensuring that the Trust's Health and Safety Policy, systems and procedures are implemented and applied effectively across the Academies.

- Ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented.
- The Facilities Manager (FM)/Caretaker at each Co-op Academies Trust site, always ensures compliance with this Policy and its associated procedures.
- Promote an attitude of safety and safe working by adopting standards of best practice across the Facilities Management Team.

Training, Information & Communication

- Arrange Trust wide Health and Safety Training, including induction training and specific training for specialist staff.
- Keep an up-to-date list of all safety representatives across the Trust both teaching and support staff and of their training.

Monitoring Performance

- Meeting regularly/reporting to the CEO to review the status of Health & Safety matters within the Academies.
- Developing an internal, practical and structured Health and Safety Auditing and reporting process ensuring effective monitoring compliance with Health and Safety legislation at each Academy.
- Ensure that health and safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis.
- Receive termly reports from each Academy regarding accident levels inclusive of any Reportable accidents (RIDDOR), near misses, minor injuries.
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement.
- Review new health and safety legislation and consider the impact of that legislation and consider the impact of that legislation on Academy policies; revise health and safety and/or other policies as necessary to reflect the statutory position at the time.
- Reviewing certification uploaded to the Parago system regularly, reporting any issues immediately to the COO.
- Arrange Trust Wide Health and Safety Audits and Inspections of the Academy premises.
- Ensure the hirers, contractors and others carry out their activities in a safe and

proper manner and their acts and omissions do not compromise the safety of the Academy.

- Eliminate accident potential as far as is reasonably practicable across the Trust.

Advice & Guidance

- Advising and supporting on appropriate Health and Safety training
- Advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Trust).
- Advise the members of the Health and Safety Committee on changes to appropriate legislation and giving information on inspection/audit reports etc.
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action.
- Provide, when requested, practical advice on complex matters related to Health and Safety at Work with the Academy Principals/Headteacher/Head of School in-line with legislation and best practice.
- To be available to any member of facilities and estates team to discuss and to seek to resolve Health, Safety and Welfare problems not resolved at a lower level.

Safe Environment & Compliance

- Maintaining the Parago system to ensure accurate reporting of Health and Safety issues.
- Ensure that all site management activity including services provided by on-site contractors are carried out in accordance with the Health and Safety Policy.
- Be accountable for preserving, developing, promoting and maintaining the Academy's Parago Premise Management System.
- Provide equipment, facilities and services to promote health and safety throughout the Academy
- Arrange for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Maintain an appropriate cleaning, catering and waste management schedule and other activities to Trust wide tender specification requirements.
- Provide the resources for remedial work when conditions are reported or created by use, misuse or abuse

- Managing the premises to comply with current legislative requirements and timescales including all of the following: Fire Risk Assessments (FRA), Legionella Risk Assessments (LRA), Asbestos Management Plan, Statutory Compliance Audit, Health and Safety Audit (including training) and specialised Areas – Science, PE, Technology etc.

Incident Response, Reporting, Escalation & Remedial Actions

- Ensuring that the **CEO** is informed of any breach of Health and Safety statutory requirements; and immediately when there is a Health and Safety Executive (HSE) involvement.
- Ensure that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- Maintaining a suitable system in place for reporting accidents, near misses, and lessons learnt.
- Take appropriate action to protect the Trust and its members if hirers or contractors fail to work in a safe and proper manner.
- Take appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.

4.8 The Academy's Health and Safety Committee

Each Academy should establish a Health and Safety Committee who will support the Principal/Headteacher/Head of School, if none is constituted then the Principal/Headteacher/Head of School must document the procedures by which all staff may raise health and safety concerns. In general, the Committee should provide the following functions:

- Being involved in the monitoring and review process of reported, unsafe practices and conditions and making suggestions on methods of improving health and safety performance.
- Take part in formulating health and safety, procedures, risk assessment, staff induction process, carry out safety audits and inspections, investigate accidents and analyse accident reports and statistics

- Review all policies that relate to the health and safety of site users; submit those policies to the formal review procedure and amend if necessary.
- Identify health and safety issues relating to behaviour of site users.
- Consider any other items raised by management or the staff representatives.

The Health and Safety Committee shall meet termly and may consist of one representative from each of the following groups, appointed on an annual basis:

- Heads of Department
- Senior First Aider
- Union Representative(s)
- Science Technician
- PE
- Technology (Heavy)
- Facilities
- Other Support Staff
- Two appointed employees

A member of Senior Leadership Team (SLT) may be the point of contact with regard to all items on the Health and Safety Committee agenda and a copy of the minutes will be circulated to the Principal/Headteacher/Head of School and SLT for comment after each H&S Committee meeting to ensure health and safety issues are clarified and confirmed. The committee will meet at least termly, the minutes of each meeting will be published and made available to all members of staff by display in the staffroom.

Senior Leadership Team/Heads of Faculty /Department Heads will be responsible to the Principal/Headteacher/Head of School for supporting the management of Health and Safety in their department or area of work, through the implementation of the Health and Safety Policy, procedures and arrangements.

Departmental procedures will specify the procedures to be followed by managers specific to the varying needs of each department and to ensure legal compliance and best practice. For their own area of responsibility managers will:

- Comply with the Health and Safety Policy and relevant departmental specific procedure.
- Ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the Academy.
- Day to day maintenance and development of a safe environment for all.
- Introducing health and safety as a classroom topic where appropriate.
- Implementing, monitoring and reviewing procedures designed to minimise risk within their department.
- Instructing their staff and pupils/students in safe working procedures.
- Inspecting their departments and areas of responsibility and reporting unsafe conditions, damage and defects to premises, plant and equipment to the Site Team.
- Taking all reasonable and practical steps to prevent unauthorised or improper use of equipment.
- Ensure that all employees within their respective departments follow the requirements of the Academy COSHH site specific documentation.
- Ensuring that appropriate personal protective equipment (PPE) is available for all users within their department, storing and inspecting the equipment before and after use.
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled.
- Ensuring that equipment provided for the health and safety of all site users is not misused or abused.
- Ensure that risk assessments are undertaken in accordance with the Health and Safety procedures, for work activities and operations for which they are responsible and that appropriate reports / records are maintained.
- Ensure that all volunteers are familiar with the department's specific Health and Safety Procedures, relevant risk assessment findings, control measures, safe systems of work, and local arrangements and accept their responsibilities for Health and Safety.

- Ensure that students receive sufficient information, instruction, training and supervision to enable them to avoid hazards and contribute to their own Health and Safety.
- Routinely and regularly undertake safety tours of the premises and activities in their respective control and audit and monitor safe working practices and procedures.
- Managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

4.9 Independent Health & Safety Auditor

Independent inspections/audits will usually be carried out by an external consultant/supplier arranged by the Trust to ensure consistency across all academies (currently Create Safe Ltd). They will:

- Independently assess Academy building compliance across six core areas e.g., asbestos, electricity, fire, gas, legionella and lifts.
- Undertake a physical inspection of the Academy as part of the annual Health & Safety Audit process.
- Review and assess compliance across the following areas (1) Policies, Plans & Procedures, (2) Risk Assessments, (3) Active Monitoring and (4) Incident Management.
- Provide a summary report for each Academy with recommendations where necessary.
- Provide an Annual Health & Safety Audit Summary to the Trust.
- Provide support to the Trust in advice, guidance, templates and training where requested.

4.10 Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations, whether staff are agency, fixed term, contract, or permanent, all employees must take the responsibility of:

- Ensure they observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the academy and those that are applicable to their job role.

- Ensure that they are familiar and up to date with the standard procedures and the

area in which they are employed and shall be familiar with sections of the Policy and procedures which directly affect their activities.

- Keep their line manager informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred.
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work.
- Follow safe working practices and be aware of all risk assessments appropriate control measures relevant to their area of work and teaching.
- Integrate all relevant aspects of health and safety into the teaching process, exercising effective supervision of their students and providing sufficient information to enable them to keep themselves safe and others whom may be affected by their activities
- Cooperate fully with the employer to enable them to fulfill their legal obligations.
- All staff members must adhere to the Driving Policy.
- Ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a head of facility/senior manager and that piece of equipment should not be used.
- Avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior permission.
- Be aware of the First Aid provision at their Academy and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Attend such training and information opportunities as necessary to enact this Policy and act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received
- Report any loss of, or obvious defect in, such PPE to their team leader or manager.
- Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.
- Ensure that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment.

- Ensure that toxic, flammable and other harmful products are properly used, stored and labelled.
- Take part in health surveillance programs, as required.

4.11 Volunteers, Temporary Staff and Agency Workers

All volunteers (Including Temporary Staff and Agency Workers) shall receive an Academy induction briefing suitable for their role and will be provided with sufficient information, instruction and Training as appropriate, to ensure their health and safety, so far as reasonably practicable. They must:

- Observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the Academy and those that are applicable to their job role.
- Have a duty to keep themselves safe and anyone else that may be affected by their actions including employees, visitors, members of the public, contractors and other volunteers.
- Make themselves familiar and cooperate with the emergency arrangements whilst on site including evacuation and first aid procedures.
- Wear, use and maintain all personal protective equipment and safety devices that are provided by the Academy for their protection.
- Only use machinery, equipment, dangerous substances, transport equipment or safety devices provided to them by the Academy in accordance with any information, training and instructions provided by the Academy.
- Report to the Principal/Headteacher/Head of School or nominated SLT member any work situation that represents a serious and immediate danger to Health and Safety or which represents a shortcoming in the Academy's protection arrangements for Health and Safety.
- Report any accidents, incidents, near miss situations and undesirable circumstances to the Principal/Head of School or nominated SLT member. This includes participating in any subsequent investigation where required.

4.12 Pupils/Students

While Academy staff carry the main responsibility for health and safety provision, and the correct implementation of Academy policies and procedures, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Academy community, pupils take the responsibility of:

- Listening to and following instructions from staff.

- Ensuring that their actions are safe for themselves and will not harm others in any way.
- Being sensible around the Academy site and when using any equipment.
- Ensure the correct and appropriate use of protective clothing and appropriate safety equipment and devices provided.
- Reporting health and safety concerns or incidents to a member of staff immediately.
- Acting in line with the Academy Code of Conduct.

Pupils that are found to be a risk to health and safety should be assessed if they should not be allowed to partake in certain Academy activities and may be dealt with under the Academy's Behaviour Policy if the circumstances require it. The Trust expects pupils to follow the Academy Code of Conduct, as this helps maintain good health and safety around the Academy.

4.13 Union Representatives

Consultation and collaboration with Trade Union Safety Representatives is encouraged on matters affecting the health and safety of employees they represent at both Trust and Academy level using appropriate health and safety Committees. Ensure that H&S matters are discussed in a formally documented meeting to which local H&S representatives / TU representatives are invited, at least annually. It is recommended that, as a minimum, this takes place when the report from the annual H&S is received and action planning is taking place. Ideally these meetings will take place termly. This could be a formal H&S Committee, or could be part of another meeting.

4.14 Contractors & Sub-Contractors

The Trust and each Academy owe a duty of care under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on the premises. Contractors are managed locally. They will be issued with a site induction which includes stringent safeguarding guidance. This sets out how the Trust and associated Academies will manage contractors whilst they are working on the premises.

For the purposes of this Policy, a contractor is defined as a person/company who are under contract to provide materials or labour to perform a service or to do a job. This definition does not include temporary contracted office workers involved with office activities.

4.15 Catering, Cleaning, Waste Management & Washroom Services including all 3rd party providers

The external services in addition to the above, will also be responsible for:

- Working in partnership with the Academy in implementing the relevant Academy Policies.
- Applying and agreeing with the facility manager the appropriate isolation procedures in the event of fire and emergency evacuation of their areas of work.
- Supervising and training staff appropriately. Training and instructing all staff in the emergency procedures in conjunction with the facility manager.
- Carrying out regular reviews of the procedures and informing the facility manager of any issues of concern.
- Recording results of the monitoring and review of procedures to the facility manager.
- Ensuring that all staff have opportunities for raising concerns about health and safety issues.
- Assisting with the making of the annual status review.

4.16 Visitors/Lettings/Hirers - new template for schools to make bespoke

All visitors are to be signed in and issued with a visitor's badge and accompanied by a member of the Academy staff throughout their visit unless they are DBS/CRB checked and undertaking work or visiting within the Academy. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

All Visitors and Hirers shall:

- Comply with all academy Policies, Procedures and Codes of Practice.
- Take all reasonable care for the health and safety of themselves and all other persons who may be affected by their acts, activities or omissions.
- Comply with all safety related information, instruction and training issued by the Academy and any instructions given by staff in the event of an emergency.
- Not, intentionally or recklessly, interfere with or misuse anything provided by the academy in the interests of health and safety.

- Report any occupational ill-health issues/accidents/incidents or any defects or dangerous occurrences, whether or not injury is sustained, and any unsafe practices which they consider may create risks to their own health and safety or damage to equipment and premises
- The use of gymnasium apparatus and other Academy equipment will only be permitted after a formal induction and risk assessment and provided that the person in charge is suitably qualified by training and/or experience and subject to the approval of the Academy.

4.17 Fire Marshals

The Principal/Headteacher designated Head will select and appoint the appropriate staff to take up the role of a Fire Marshal. The main duties and responsibilities of the fire marshal will depend on the Fire Risk Assessment but generally include:

- Identification and reporting of fire hazards in the building.
- Ensuring that emergency escape routes are kept clear and exits are unlocked, free from obstruction and available for use at all times.
- In the event of an emergency, checking that their designated area or zone is cleared (including toilets and storage areas) and that everyone is accounted for and provide information to the Evacuation Co-ordinator in relation to any persons that are left in the building, e.g., disabled persons in a refuge areas (Stairwell).
- If necessary, contacting the emergency fire and rescue services and liaising with the fire and rescue services on their arrival.
- Take a roll call in the event of an evacuation (if appropriate).
- Assist with any subsequent investigations.
- Confirm that the building is safe before anyone can re-enter.

Fire Marshals are appointed and shall receive appropriate training. All fire marshals will be supplied with, and wear at such times as is required, a high visibility vest to indicate their role of authority.

5. Health & Safety Arrangements

Please read this in conjunction with our Health and Safety audit checklist here.

5.1 Health and Safety Training

Effective health and safety training is key to good health and safety practice. The Trust takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around the Academy.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.
More information on specific training for individual Academy departments can be found in that department's health and safety document provided by the Academy.

Induction training will be provided for all new starters, further training will be provided that relate to competence and activities. Training may be delivered in any of the following formats:

- Individually from the supervisor/line manager
- Instructor led training/face to face
- E-Learning

The generic/standard Health & Safety Training Matrix and Policy is the responsibility of the Trust and the identifying the individual training requirements and resources are the responsibility of each Academy, who will be responsible for keeping training records and the prompting of refresher training.

5.2 Review and Update of Health and Safety Information

The Trust Board is responsible for the annual review and updating of the Health and Safety Policy and associated Procedures/Standards. Academy Principals/Headteachers/Head of School are responsible for the review and updating of the Health and Safety Arrangements and Procedures related to their own Academy.

5.3 Policy Monitoring

It will be the responsibility of the COO to monitor the effectiveness of this Policy by:

- Assessing the nature and frequency of accidents, complaints or cases and identifying any patterns which need to be addressed at each Academy; and
- Reviewing the annual overview of the statutory inspection and audit profile.

5.4 Security

Academy security is a vital component of good health and safety, and we want pupils and staff to feel safe in. Each Academy shall arrange for a security audit highlighting areas of risks including both coverage and lighting levels and provide details of all security systems benefits and shortfalls.

5.5 Creating a Safe Environment

Each Academy will ensure that the environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in the Academy and both contribute to good health and safety practice.

Any hazards around the Academy site that are noticed by any member of the Academy community should be reported to a senior leader.

Certain departments such as science labs, PE and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

5.6 Information, Communications and Consultation

The Health and Safety Law poster (What You Need to Know) should be displayed at each Academy or each member of staff should be provided with a copy of the equivalent pocket card. Each Academy should implement arrangements for effective information, communication and consultation for health and safety matters.

5.7 Premises Hire

Any hirers of Academy premises are responsible for ensuring that they use them correctly. The CEO and Principal recognise their duties as the responsible officer and delegated officer controlling the use of premises and will ensure that:

- Premises hired are in a safe condition for the purpose of hire
- Arrangements for emergency evacuation are adequate
- Fire systems/fighting equipment is in place and in operational condition
- Proper physical security arrangements are made
- Insurance requirements are met

- All hirers are provided with a copy of this Policy

5.8 Emergency Procedures

In the case of an emergency, the Trust and associated Academies will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the Academy. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the Academy will carry out the emergency procedures as highlighted in the Business Continuity Management Plan.

Security & Premises Protection: Martyn's Law (Terrorism (Protection of Premises) Act 2025)
The Trust recognises its responsibilities under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) to ensure appropriate counter-terrorism preparedness and protection measures across all Trust establishments prior to full statutory enforcement in 2027.

Early years, primary, secondary and further education settings have a special consideration in place. This means they will be in the standard tier, even if they expect 800 or more individuals to be present. Enhanced duty requirements will not apply to premises used for early years, primary, secondary or further education. Settings that can reasonably expect below 200 individuals to be present do not fall within scope of the act, but we encourage all settings to have preparedness plans for the safety of their learners and staff.

All settings within scope of the legislation will need to have in place, so far as is reasonably practicable, public protection procedures. This includes:

- evacuation (to get people out of the premises)
- invacuation (to move people to a safe place)
- lockdown (to secure premises against attackers)
- communication (to alert people on premises to the danger)

In alignment with government guidance for education settings, each Academy will assess its operational requirements against statutory attendance tiers and implement proportionate procedures:

- Attendance Tier Assessment: Academies must evaluate site capacity based on the expected number of staff and learners in attendance, identifying whether the site meets the threshold tier of 200 or more people. Academies with fewer than 200 people remain exempt from formal tier obligations but are required by the Trust to maintain effective planning.
- Risk Assessment & Security Audits: Counter-terrorism risk awareness must be integrated into each Academy's annual security audit and property risk

assessments.

- Critical Incident & Emergency Integration: Local emergency procedures and Critical Incident Management Plans must incorporate specific response protocols (including lockdown procedures) for counter-terrorism events.
- Roles & Responsibilities:
    - The Trust's Head of Property and Health and Safety will review ongoing statutory guidance issued by the Department for Education and Home Office during the implementation period through to 2027, updating Trust policy and templates as necessary.
    - Academy Principals / Headteachers / Heads of School will ensure that local site security measures are regularly audited and that staff receive suitable information and briefing regarding emergency evacuation and lockdown procedures.

5.9 Lone Working Policy (staff)

There will be some situations where staff at the Academy will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the Academy at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Academy has provisions in place to both identify and manage these risks.

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

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons
- Working in Trenches or ducts

Risk of Violence

Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during Academy occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.

Late meetings must finish promptly and not leave one member of staff alone on-site. Staff must not approach, or let into the buildings, unauthorised persons when lone

working.

Communication

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or Academy telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.
- For those working on our premises, first aid kits should be provided to the individual

Emergency procedures

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ Academy phone to contact the Principal/Headteacher/Head of School, the staff member's nominated person, or the emergency services.

The Principal/Headteacher/Head of School will arrange for another staff member to contact by phone any lone worker regularly during any period of staff working alone.

5.10 Access and Egress

The Academy will enable safe means of access and egress to the premises and there will be regular checks to ensure this remains. Each Academy will have secure access arrangements in place and signing in procedures for visitors. In periods of severe weather, Staff are required to consider weather conditions before coming into and while at work.

5.11 Guidance for key holders attending alarm calls after hours

In general, all Academies should secure the services of the local security services who provide key holding services as an emergency incident response with the Academy nominating a minimum of 3 additional key holders working in partnership with the incident response team.

All keyholders must be logged and this information must be on record at the Central

Trust Office for emergency access if required. This must be updated regularly and held within your Business Continuity Plan.

The Academy advises that the **nominated person:**

- Does not attend an alarm call out alone, where reasonably practicable
- Wait for incident response or fire service to attend
- Does not enter the building if alone
- Looks out for corroborative evidence of intruders
- Take photographic evidence of damage where applicable
- Take necessary action, e.g., call the police.

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

The average of 48 hours per week includes all employment, not just time worked at our Trust. Please see the Colleague Code of Conduct (section 7) for more information around second jobs.

5.12 Occupational Health Services and Managing Work-Related Stress

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

We urge all our employees who may be experiencing stress, anxiety or other mental health issues to talk to their manager or a member of the senior management team, and the Trust and/or Academy will do everything that it can to support them. The Trust also provides access to an external and confidential employee assistance programme which provides a 24/7 helpline, counselling service and other health and wellbeing guidance and support.

Our Trust has a Positive Mental Health & Wellbeing Policy which contains further information about supporting colleague wellbeing and preventing & managing work related stress. Academy managers should seek early advice from their Regional HR Manager, who will also be able to support with referrals to Occupational Health.

The Trust regularly monitors health and wellbeing via the staff and pupil wellbeing annual survey.

5.13 Manual Handling

Each Academy operates in accordance with the *Manual Handling Operations Regulations* (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. Each Academy will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are to be carried out by the Principal/Headteacher/Head of School and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Academy takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and Academy Policy.

Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. The Trust and associated academies aim to eliminate all manual handling tasks where possible, or reduce the risk, so far, as is reasonably practicable. Where appropriate staff can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements), use of mechanical aids etc. The Facility Manager will carry out the majority of manual handling and will have received specific health and safety training in this respect.

5.14 Risk Assessments

The Trust has a resource of template risk assessments accessible by all Academies. It is important that Academies take time to read and amend the risk assessments written for use in the Academy due to the different levels of risk at each establishment and apply the principles at work. They are produced so that all staff know how to ensure their health and safety, and that of other people, who may be affected by the work of the Trust. Any queries should be raised with the Trust. They are subject to annual review or where there are significant changes to working practices. Support is available via the Risk Assessment section via Google.

5.15 Management of Asbestos

For pre-2000 buildings, a copy of the Asbestos Survey, Asbestos Register and Asbestos Management Plan for each Academy is available and maintained and is accessible via the academy office on request. Staff must not disturb asbestos containing materials and if they have any concerns they should report these to the Principal/Headteacher/Head of School.

The Facility Manager will make the register available to contractors by providing the

contractor induction pack at the main reception points. Any contractor or any other person carrying out work in the Academy must consult the Asbestos Register and act in accordance with the procedures therein before commencing work

All work involving asbestos must be carried out under the control of the Facility Manager and must be commissioned directly by the Trust.

5.16 Accident & Incident Reporting

All accidents to employees, visitors and pupils must be reported on a Trust/Academy accident report form. A photocopy is to be taken for the Trust records. Those accidents which are "reportable" refer to HSE RIDDOR guidance. All incidents should be transferred to the Trusts incident recording system.

Violence and Aggression: Reporting Procedures

The Trust and associated Academies are committed to reducing the incidence of verbal and physical abuse towards staff. Staff must report these incidents using a Violence at Work report held in the Principal/Headteacher/Head of School office. The Principal/Headteacher/Head of School will discuss the incident and any follow up action and support required with the member of staff.

Please refer to our Trust's Violence and Assaults Against Colleagues for more information about handling this type of incident.

5.17 Administration of Medication

In line with statutory guidance there may be occasions when academies administer medication (and on occasions this could be both prescription meds and non-prescription) with the consent of parents. Unauthorised medication (undeclared to teaching staff and therefore without parental consent) is not allowed in any Trust building. All authorised medication is to be kept in a secure storage location appropriate to that site and setting out of reach of children and supervised by adults at all times. In addition, controlled medication will be kept in secure, locked storage.Care plans should be signed by parents for all medication that the Principal/Head of School has agreed to be administered within Academy time.

Trained staff administer medication in line with the child's care plan, the time, amount and any reactions are recorded on the child's medication record sheet. Medication for asthma is kept in the numerous accessible locations within the building and pupils should be supervised when taking their asthma medication.

5.18 First Aid Arrangement

The Academy **First Aid Policy (template attached)** sets out how the Academies will always provide adequate and appropriate first aid provision when there are people on the Academy premises and for staff and students. In general, the Academy should ensure that there is:

- A Risk Assessment of the First Aid requirements of the Academy undertaken by each Academy.
- A sufficient number of trained personnel as appointed persons and First Aiders to meet the needs of each Academy - there will be at least one appointed person or First Aider person on the premises at any one time.
- Sufficient and appropriate first aid resources and facilities are available in each Academy and their vehicles the numbers and locations of First Aid containers, defibrillators and evacuation chairs.
- Priority given for First Aid training should be given to first aid coordinators, facilities managers, those members of staff working in high-risk areas and those members of staff going on overnight trips.
- All accidents must be reported via the Parago accident reporting platform.

5.19 Display Screen Equipment (DSE)

To comply with Health and Safety Legislation the Academy staff will undertake the DSE training course. The Academy will ensure that staff who use display screen equipment undertake an online assessment for their workstation. Assessments will be monitored online, and any action needed to ensure Health and Safety requirements are met will be carried out.

5.20 Fire: Precautions & Emergency Procedures

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Display materials should not cover emergency signage or fire alarm call points.

The Principal/Headteacher/Head of School Facilities team will organise and monitor a fire drill every term. Any issues raised will be discussed with the Principal/Head of School. Key issues will be fed back to staff at the weekly staff meeting. The Academy will have Fire Emergency Procedures that are displayed in every classroom.

All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the facility manager as soon as possible. A reminder of the drill will be given at the first assembly each term. A notice outlining the evacuation procedures will be displayed at the main entrance and all other emergency exit doors. Staff are asked to park in designated parking areas to assist with emergency vehicle access.

The Trust has the expectation that the Fire Risk Assessments are commissioned and undertaken by an external qualified assessor for a Secondary academy every 2 years and for a Primary academy every 3 years. This document should be reviewed by the Academy every year in order to ensure it remains accurate and up to date.

5.21 Control of Substances Hazardous to Health (COSHH)

The Facility Manager will support and manage all staff or contractor visiting site who use chemicals and substances classified under the COSHH Regulations. The Facility Manager will be ensuring that he provides/or is provided with specific COSHH Risk Assessments and training so that he knows how to control risks to his health.

The management of other substances and chemicals used in teaching e.g. Science, Art or DT is to be managed by the Head of Department in conjunction with the local Technician.

5.22 Electricity at Work

The main electrical system is visually checked on an annual basis and is tested every 5 years by the PPM contractor in accordance with national standards.

A full asset list of the Academy portable electrical equipment should be managed by the facility manager and all equipment is subject to Portable Appliance Testing (PAT testing) annually by the PPM contractor. Any electrical equipment brought from home by pupils or staff **should not** be used in Trust unless it has been subject to satisfactory examination and test.

5.23 Prevention and Control of Legionella

As an employer or person in control of a premises, the Trust has duties to take suitable precautions to prevent or control the risk of exposure to legionella.

Carrying out a Legionella Risk Assessment helps to establish any potential risks and implement measures to either eliminate or control risks. The Trust will arrange an external consultant to carry out the assessment to standardise the process across the Trust. A scheme of control will be generated by the Legionella Risk Assessment and this will be implemented by the Academy.

As part of the PPM regime, the approved contractor will carry out monthly water checks to determine temperatures and what cleaning and disinfection is required to the water system to meet the approved code of practice.

5.24 Work Permits

The Academy management procedures must ensure that a contractor obtains a Permit to Work (PTW) for either the isolation or 5 days prior to interruption of any systems, services or specific hazardous activities and must ensure the school Facility Manager is aware of the PTW.

Where isolation PTW is required there must be sufficient consultation, exchange of information and planning between all parties concerned to the work commencing (particularly in term time) in order to facilitate the PTW process and minimise disruption to the building and its occupants. A PTW will only be issued if the appropriate control measures, identified by risk assessments, are put in place.

An Isolation PTW is required, for work on, or affecting, the following systems:

- Electrical Services
- Mechanical Services
- Lifts
- Fire Alarm Systems
- Water Supplies
- Building Management Systems

A “Hazardous Activities” PTW is required for and be issued before access can be granted and works commence, the areas are:

- Access to Roof
- Energy Centres
- Swimming Pool
- Confined Spaces (Under Floor Ducting Area)
- Asbestos
- Hot works
- Excavation and trench work

5.25 Boiler & Electrical Room Safety & Maintenance of Heating Plant

As part of the PPM regime the contractor will carry out all servicing and maintenance requirements for all plants (electrical and mechanical services) required to the heating plant. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times accessed through a Permit to Work form.

5.26 Provision and Use of Work Equipment

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

Specific risk assessment and appropriate training will be required on all work equipment which may present a significant risk including the use of step ladders by all staff and MEWPs and tower scaffold by the Facilities Services Officer.

All step ladders used in Academies must be of an industrial classification 1 and can only be **purchased through the Facility Manager who will complete the ladder register with the serial number.**

5.27 Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time and the appropriate PPE (ear defenders) should be provided to the Facilities Management Officers.

Exposure to excessive noise levels can result in temporary or permanent hearing damage. Where there is any reason to suspect that statutory limits of 80db(A) & 85db(A) may be exceeded the Facility Manager shall arrange the works to be carried out when the Academy is closed.

5.28 Playground Safety

Each Academy should develop a risk assessment on its management of the playground and the associated equipment. In addition, there should be an independent inspection and assessment of playground equipment carried out each year with any recommendations arising implemented by the Academy.

All academy sites will have a tree survey which will be reviewed annually.

5.29 Pedestrian and Vehicle Safety

Each Academy should develop a risk assessment on its management of vehicular movement on its premise and site to ensure all pupils, staff and visitors have safe access in and out of the site. A number of the areas will require staff supervision at key times of the school day.

5.30 Educational Visits

Trips must be authorised by the Principal/Headteacher/Head of School and are subject to formal risk assessment, parental consent, and insurance arrangements. The Principal/Headteacher/Head of School and SLT have all completed relevant Educational Visits Co-ordinators training and are all Educational Visits Co-ordinators

(EVC's) for the Trust. Visits must not take place unless a booking form and risk assessment have been completed and authorised by the Principal/Headteacher/Head of School.

Educational Visits Policy 2026

5.31 Arrangements for New Staff

All new staff will be issued with a summary of the Health and Safety Guidelines for the Academy. All staff new to the Trust including supply teachers and students on work placement will be given a Health and Safety induction that includes a tour around the building. Any queries should be directed in the first instance to the Principal Representative.

5.32 Expectant Mothers

The Academy will carry out an individual risk assessment and identify any control measures for new and expectant mothers to ensure they are not exposed to any significant risks whilst at work.

5.33 Standards

Each Academy will adopt the Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

- Academy security

  Security: all academy sites under the insurance policy cover require out of hours security monitoring. Intruder and fire alarms must link back to a named monitoring station. All sites must have a named contact.
- Administration of medicines

  Reference should be made to the Supporting Pupils with Medical Needs Policy.
- Asbestos management (where applicable)

  Sites with identified asbestos must ensure they have an up to date Asbestos Register, evidence the Asbestos Register has been issued to all contractors who attend the site. Sampling must take place prior to any intrusive works on Trust sites.
- Contractors on site

  Contractors on site must follow all safeguarding policies. All contractors must hold an Enhanced DBS. All companies who work on Trust sites must evidence full liability insurance information and will be vetted for competency in their field by Trust staff.

- Critical Incidents

  All Trust sites have submitted a Critical Incident Management Plan held centrally and updated regularly. All HTs/Principals must evidence training for staff members and an annual review of processes and procedures.
- Dignity at Work

  Follow the HR guidance and follow the guidance in the Dignity at Work Policy.
- Electrical safety

  All Trust sites hold a 5 year fixed wiring certificate which can be evidenced on request and held centrally. Electrical works must be carried out by a competent contractor. All test and inspection certificates must be held locally.
- Fire Safety

  Fire Safety: this item is included in the schedule for the independent H&S Auditor to review annually. All responsibilities for fire procedures sit with the HT/Principal of their site. This includes training of designated fire marshals.
- Fire Risk Assessments

  FRAs are carried out every 3 years on Primary academy sites and every 2 years on Secondary academy sites. All FRAs are reviewed annually. Full Fire RAs must be conducted by an independent, fully qualified fire risk assessment professional. The Annual Review must be carried out by the external fire risk assessment professional undertaking the original report.
- First aid

  All Trust sites must have adequately qualified first aid staff members on site at all times. All educational trips and visits must be accompanied by a qualified first aider supplied by the academy. Evidence of first aid qualification certification and annual refreshers must be available on request.
- ICT use

  All regular IT users must have an annual DSE Risk Assessment in place. Refer to Colleague Code of Conduct Policy.
- Infectious diseases

  Please make reference to the government guidance.
- Lifting/handling

  Guidance from the Health and Safety Executive.
- Lone Working

  All sites must carry out a Lone Working Risk Assessment following the recommended guidelines.
- Minibus Safety (where applicable)

  Adherence to the Driving Policy is

  required.
- Off-Site Activities
- Reporting of Incidents/Injuries/Accidents

- Science, DT & Art
- Severe Weather
- Slips and Trips
- Stress Management
- Water Safety/Legionella
- Vehicle Movements
- Lettings Policy Template
- First Aid Policy Template

5.34 Equal Opportunities

In making, reviewing and implementing this Policy, the Trust's Equality, Diversity and Inclusion Policy, and staff Trans Equality Policy, must be considered.

In particular each Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, Students and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, Students and visitors.

6. Review

The Co-op Academies Trust Board and Principal/Headteacher/Head of School will review this Policy statement annually and update, modify or amend it as it considers necessary to ensure the health and safety welfare of all individuals using the Site.

The Principal will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.

The Trust Board and Principal/Headteacher/Head of School will implement all and any health and safety precautions required by law and those advised procedures required by Local Government.

7. Monitoring, Evaluation and Review

The Trust Board will review this Policy every year and undertake a detailed review at least every three years and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout the Academy.