



LIFE ACADEMIES TRUST

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Health and Safety

| Document Detail | |
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HEALTH AND SAFETY

Summary of Changes

| Date | Version | Summary of Changes |
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| March 2026 | 2 | <p>1. Intent Added - Our school aims to: Provide and maintain a safe and healthy environment</p> <p>Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site</p> <p>Have robust procedures in place in case of emergencies</p> <p>Ensure that the premises and equipment are maintained safely, and are regularly inspected</p> |
| | | <p>2. New section on Legislation added</p> |
| | | <p>Means of Organisation section removed as all areas are covered in more detail under 'Responsibilities'. This helps to streamline the policy and make it more cohesive and accessible.</p> |
| | | <p>3. Responsibilities Added to clarify: The Trust Board has the ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Principal.</p> <p>The Trust Board, as an employer, has a duty to take reasonable steps to ensure that staff, pupils and visitors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.</p> <p>Business Support Manager – responsibilities added in line with current practice</p> <p>Health and Safety Lead – Section added as this was not previously included.</p> <p>Merge- Special obligations of Class Teachers and Obligations of all Employees into one section.</p> |
| | | <p>Accidents and reporting Added - Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.</p> |
| | | <p>New section added - Animals on Site</p> |
| | | <p>ASD or other integrated provisions now included in Inclusion section.</p> |
| | | <p>Asbestos – list of buildings not containing asbestos updated in line with new year group locations.</p> |
| | | <p>Hazardous Substances section now merged with Caretaking and Cleaning including COSHH.</p> <p>Now added - Control of substances hazardous to health (COSHH) risk assessments are completed by The Senior Site Agent and relevant Curriculum Developer and circulated to all employees who work with hazardous substances.</p> |

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| | <p>Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.</p> <p>Any hazardous products are disposed of in accordance with specific disposal procedures.</p> |
| | <p>Curriculum Safety Link SLT in co-operation with the relevant Curriculum Developer amended from Curriculum Lead</p> |
| | <p>Educational Visits and Journeys Added - When taking pupils off the school premises, the Academy will ensure that: Risk assessments will be completed where off-site visits and activities require them All off-site visits are appropriately staffed Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate.</p> |
| | <p>Electrical Equipment – now reads - Equipment including PE Added - All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely, this includes not touching electrical apparatus and connections with wet hands. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed Only trained staff members can check plugs. All isolator switches are clearly marked to identify their machine PE Equipment now merged into Equipment section Amended - Annual PE and playground equipment servicing (including wooden trim trails) is organised by the Senior Site Manager in co-ordination with the PE Developer.</p> |
| | <p>Gas Safety Added - Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer Gas pipework, appliances and flues are regularly maintained All rooms with gas appliances are checked to ensure they have adequate ventilation</p> |
| | <p>Infection Control Added - See separate policy and procedures The Academy will always follow national guidance published by the UK Health Security Agency when responding to infection control issues.</p> |
| | <p>Lettings</p> |

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| | <p>Added - This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.</p> |
| | <p>Local Exhaust Ventilation (LEV) Added - The dust extractors in the DT workshop will be checked quarterly and maintained by the site team. Removed as no longer relevant - DT technician monitors cleans and records LEV inspection. The Science Technician will undertake termly checks on the fume cupboard.</p> |
| | <p>Manual Handling and Lifting Added - It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.</p> |
| | <p>New and Expectant Mothers – new section added</p> |
| | <p>PTFA Added - All events and activities must be approved by the Principal.</p> |
| | <p>Risk Assessments – amended in line with new job descriptions for curriculum developers.</p> <p>Middle leaders and link SLT, in collaboration with Curriculum leaders/developers are responsible for ensuring risk assessments are completed within their areas of responsibility, and for ensuring these are made available to the Principal and Health and Safety Lead.</p> <p>Added - Where staff take on the responsibility of organising events such as emergency vehicles on site, they too are responsible for completing risk assessments and for ensuring these are made available to the Principal and Health and Safety Lead.</p> |
| | <p>Security and Violence Added - We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.</p> <p>When pupils are unregulated and are in a position where they are a possible danger to themselves or others, only members of staff who are specifically 'Team Teach' trained must restrain or move them.</p> |
| | <p>Slips, Trips & Falls Amended - In particular, items such as pupil's bags and coats should be stored safely so that they do not create a trip hazard.</p> |
| | <p>Visitors now includes Third Party Events Added - When third-party companies are used such as theatre companies, staff must ensure they are from reputable companies and that their own insurance, safeguarding policies and DBS checks are in place.</p> |
| | <p>Welfare now also includes Occupational Stress</p> |

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| | | <p>Added - The Academy has a Mental Health Lead who can advise staff on mental health issues and concerns.</p> |
| | | <p>Work Experience Placement Added - Any person undertaking long term work experience or volunteering over the age of 18 must have an Academy based DBS.</p> |
| | | <p>Working at Height Added - The Academy will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.</p> |
| | | <p>First aid - content removed and refers to the first aid policy</p> |
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1. Health and Safety Policy Statement of Intent

Biggleswade Academy acknowledges and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

Our Academy aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

We will achieve these aims by: -

- Ensuring that adequate resources are provided to manage safety. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and acting where it falls below expected standards.
- Ensuring that the safety responsibilities are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to: -

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations.
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

2. Legislation

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#)

3. Responsibilities

LIFE Academies Trust, as the employer, has overall responsibility for the policies and procedures in the Academy.

Chairperson of Trust Board of Trustees

To ensure the work of the organisation is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

The Chairperson along with the Academy Principal take overall responsibility for Academy's health and safety performance and is required to ensure that:

- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation.
- Adequate resources are made available for health and safety.
- Health and safety performance is continually reviewed.
- Suitable action plans for improving health and safety are developed and implemented.

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- The performance of the Trust Board and the Academy is measured against health and safety targets and objectives.
- A health and safety audit programme is implemented, and progress of remedial actions is monitored.
- The academy's Health and Safety policy and performance is reviewed annually.

The Trust Board

The Trust Board has the ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The Trust Board, as an employer, has a duty to take reasonable steps to ensure that staff, pupils and visitors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust Board will ensure:

- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.

Academy Principal

The Principal supports the Trust Board by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken and reviewed.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place, including appropriate evacuation procedures and that termly fire drills are held.
- Machinery and equipment are inspected and tested to ensure they remain in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Trust Board on the health and safety performance of the school is completed termly.
- Ensure the buildings and grounds are maintained across the Academy.
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage Safety, Health & Environmental responsibilities effectively and that contractor safety controls are adhered to.

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- Ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired.
- Ensure that the Academy has appropriate arrangements in place for adequate site security.
- Ensure that the Academy is Health and Safety compliant, carrying out regular checks, ensuring reported defects are corrected.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Advising the Trust of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- Carrying out any other delegated functions by the Trust Board.
- Management of reported unsafe conditions are dealt with in agreed timescales.
- Contribute to H&S budget forecasting and budget allocation.
- Co-ordinating and managing the risk assessment process including the curriculum areas for the school.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

Business Support Manager

The Business Support Manager supports the Principal by ensuring that:

- There is adequate First aid provision across the sites and that this is recorded and reported appropriately.
- All new staff, volunteers, and supply teachers receive a thorough health and safety induction regarding emergency procedures, first aid, and safeguarding.
- A robust system for staff to report hazards or defects and ensure remedial action is taken promptly is in place and managed effectively.
- All contractors working on site have been vetted for competence and have provided necessary insurance and risk assessment documentation (RAMS).
- Contractor safety while on school premises is monitored to ensure they are not endangering pupils or staff.

Health and Safety Lead

The Health and Safety Lead is responsible for overseeing the school's compliance with health and safety legislation. They act as the focal point for promoting a positive safety culture, ensuring that the school environment is safe for pupils, staff, visitors, and contractors.

The Health and Safety Lead supports the Principal by ensuring that:

- The Academy's Health and Safety Policy is reviewed annually and that it reflects current legislation (e.g., *Health and Safety at Work etc. Act 1974*) and Local Authority/Trust guidelines.
- The site team are carrying out all statutory inspections (e.g., fire safety, asbestos, legionella, gas safety, and electrical testing) or are engaging competent contractors to do so within required timeframes.
- The site team maintain accurate and up-to-date records of all health and safety checks, accidents, training, and maintenance work.
- The site team monitor the security of the school site, ensuring systems for visitor entry, perimeter fencing, and CCTV are functioning and effective.
- All necessary risk assessments for school activities, including classroom lessons, PE, science experiments, and school trips are created and annually reviewed.

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- Termly fire drills are carried out and that fire alarms are tested weekly by the site team.
- Accidents and near-misses are recorded on the on-line system and that serious incidents or trends in minor accidents are investigated and monitored to identify root causes and implement preventive measures if required
- Reportable injuries and dangerous occurrences are reported to the Health and Safety Executive (HSE) in accordance with RIDDOR regulations.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes all Academy Leadership and Teaching Staff.

They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Academy Principal for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Academy Principal.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Academy Principal or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents, incidents and near misses are recorded and where necessary are investigated appropriately.

Obligations of all Employees

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would.

Staff will:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Co-operate with the school on health and safety matters.
- Exercise effective supervision of pupils and know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Observe all instructions on health and safety issued by the Trust or any other person delegated to be responsible for a relevant aspect of health and safety.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards on machinery where necessary.

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- Make recommendations to the Academy Principal, link SLT or department leads on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, near misses, defects, dangerous occurrences, and all potential hazards to health and safety, in particular those which are of a serious or imminent danger, in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Act in accordance with any specific H&S training received.
- Exercise good standards of housekeeping and cleanliness and model safe and hygienic practice for pupils.
- Co-operate with the appointed Trade Union Representative and the Enforcement Officers of the Health and Safety Executive.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such reassignments must be approved by the employee's immediate superior.

Children and Young People

Children and Young People, 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 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.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Competent Person

The Trust uses the services of an external Consultant, Cousins Safety Limited to provide Health and Safety Competent Person advice to the Board of Trustees.

4. Consultation with Employees

LIFE Academies Trust will co-operate with any existing or newly formed trade union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

5. Procedures and Arrangements for Implementing Policy

The following procedures and arrangements have been established within our Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to complete an Incident/Accident/Near Miss Report within 24 hours of any of the following occurring:

- Incidents resulting in injury, illness or fatality
- Near misses
- Property damage resulting in injury or near miss to a person

They are to report to the school office and the Incident/Accident/Near Miss Google Form is to be completed by the member of staff or first aider who dealt with the incident. This form is automatically sent to the Associate Principal with responsibility for Health and Safety to review.

If the accident/incident also needs to be notified to HSE under RIDDOR, the administrator in the school office who the incident/accident/near miss was reported to will complete the online form within the statutory time framework.

All staff are required to ensure that all non-first aid accidents, incidents and near misses are reported to the school office.

The Business Support Manager or a member of the Senior Leadership Team will investigate each accident and will provide an analysis of accidents/incidents for inclusion in H&S reports to the Trust Board upon request.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Asbestos

A record is kept of the location of asbestos that has been identified on the school site. (See Appendix 1 – Asbestos log.)

The Senior Site Agent has overall responsibility for the management of asbestos across the Academy and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc.

An electronic copy of asbestos log will be sent to all contractors by the Senior Site Agent prior to coming on site. They will be referred to the asbestos register before commencing so that it is not disturbed by their work.

Contractors will be advised that if they discover or disturb material that they suspect could be asbestos, they will stop work immediately and report it and not return to the area until it is declared safe.

Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

Staff will also be reminded that they must report any damage to asbestos materials to the site team.

NB - Buildings constructed post 2001 (For example, The Lawns Nursery, Australia Block, Canada Block, Gibraltar and the ARP) have no asbestos present in their buildings.

Alcohol & Drugs

(See Managing Pupils with Medical Needs policy and Trust Disciplinary Policies)

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this fall under the Trust Disciplinary Policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

Animals on Site

Animals, including dogs are not generally allowed within the boundaries of the school site, this includes at pick up and drop off times. In exception to this, Assistance dogs who are trained to carry out disability-related tasks may be admitted into the school site, following the prior approval of the Principal.

Assistance dogs entering the school site must have been assessed by a reputable assistance dog organisation and follow public-access training guidelines. All requests for Assistance dogs on site will be considered on an individual basis by the school Principal, following written requests. These requests should be in line with the Equality Act 2010 and could include reasonable adjustments including but not limited to: Guiding a blind person, alerting to seizures or low blood sugars or interrupting self-harm behaviours.

Staff may organise events that involve animals, but they must seek the approval of the Principal first. Once this has been authorised, the organising staff must complete full risk assessments that include areas such as allergic reactions, disposal of animal waste and hygiene controls.

If animals are brought on site by third-party businesses, they must provide copies of their own risk assessments and insurance cover.

Animals must be kept away from all food and eating areas.

Pupils will be supervised when petting all animals.

Audit

As part of the Trust's monitoring of health and safety, regular health and safety inspections will be carried out.

The Senior Site Agent, accompanied by the Business Support Manager or a suitable member of the Senior Leadership Team, will walk around the buildings and site regularly and note down any issues that need to be addressed and record on the EVERY system. Key risks highlighted from the termly walk round will be included in the report to the Trust Board.

The Trust has the option to commission an external Health and Safety audit from a consultant at any point it feels it prudent to do so.

Behaviour Management/Bullying

See Behaviour Management policy

Catering

School meals are provided in house and managed by a Kitchen Manager and Assistant Manager.

The Senior Site Agent will arrange the annual canopy clean and ensure kitchen equipment (gas safety check) is carried out annually.

A deep clean is carried out in the Academy kitchens twice a year on INSET days.

The Kitchen Manager is responsible for staff training for COSHH, safer food better business etc. The kitchen Manager and The Associate Principal with responsibilities for Health and Safety are responsible for ensuring risk assessments are in place and regularly reviewed for kitchen activities.

Caretaking and Cleaning including COSHH

The site team are responsible for the general day to day maintenance of all sites, including general housekeeping, cleanliness and tidiness of the sites on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety, water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

The Senior Site Agent will arrange that cleaners are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

The site team is responsible for managing a team of cleaners, their training needs, quality assurance and competence of undertaking tasks required, substance risk assessments and implementation of Safe Working Practice.

A member of the site team maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

Control of substances hazardous to health (COSHH) risk assessments are completed by The Senior Site Agent and relevant Curriculum Developer and circulated to all employees who work with hazardous substances.

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

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

The site team is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required.

The following link SLT in co-operation with the relevant Curriculum Developers shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.

Contractors

See Managing Contractors guidance and CDM guidance contained on EVERY cloud-based system.

The Senior Site Agent shall ensure that the management guidelines regarding contractors are adhered to at all times.

The Senior Site Agent is responsible for the Control of Contractors and will ensure projects and the Business Support Manager adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the School's control of contractor's procedures.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue on the EVERY system.

The following Link SLT in co-operation with the relevant Curriculum Developer, shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation. Risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the relevant curriculum activities.

The Associate Principal with responsibility for Health and Safety is responsible for coordinating curriculum risk assessments and Curriculum Developers are responsible for ensuring these risk assessments are available on the shared drive.

Display Screen Equipment (DSE)

The IT manager will ensure that information on the risks associated with DSE will be provided within the first week of commencing employment as part of each member of staff's induction process.

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DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to Academy office staff and the IT manager. For all other staff that use screens during the day, they are expected to take hourly breaks away from devices.

The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.

The IT Manager will ensure DSE assessments are completed for all DSE users annually or following an office move.

Educational Visits and Journeys

See Educational Visits and Journeys policy.

When taking pupils off the Academy premises, the Academy will ensure that:

Risk assessments will be completed where off-site visits and activities require them.

All off-site visits are appropriately staffed.

Medication for school trips will be covered by each site's *Managing Medications Policy*.

Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate.

All personnel must use the EVOLVE system and all educational visits and journeys are required to be approved by the designated EVC who will ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record "competence" of staff annually.

Equipment including PE and Electrical Equipment (fixed and portable)

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely, this includes not touching electrical apparatus and connections with wet hands.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

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Staff should not bring in their own electrical items without first having received permission to do so from the Principal.

The Senior Site Agent will ensure the testing, inspection and maintenance of equipment is carried out and recorded regularly in line with national guidance and recommendations.

The day-to-day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration, rests with the user, or in the case of equipment used by pupils, with the class teacher. Any potential hazards will be reported to the site team immediately.

Annual PE and playground equipment inspection and servicing (including wooden trim trails) is organised by the Senior Site Agent in co-ordination with the PE Developer.

Equipment found to be unserviceable, or of doubtful serviceability shall not be used, will be taken out of service, logged on the EVERY system and reported to the IT Manager in order that it can be accounted for in the correct manner.

Enforcement Officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust Board without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Trust and should refer formal enquiries to the Academy Principal.

Fire Safety

Emergency exits, assembly points and assembly point instructions are shared with staff through Teacher planners, display posters and signage.

A fire risk assessment of the premises will be reviewed regularly.

All new staff are given full instructions about emergency procedures as part of their induction.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times pre-determined by the Senior Site Agent and such tests recorded on EVERY.

All site fire alarms shall be tested once a week by the relevant site team.

The fire evacuation drill shall be co-ordinated for all the sites by the Academy Principal once a term and recorded in each office and recorded on EVERY.

Staff are required to report defects or missing fire-fighting equipment on EVERY. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

The Senior Site Agent is to organise the fire risk assessment to be reviewed after a significant change i.e new building, or bi-annually for all sites.

The Academy Principal is responsible for the Fire Safety Management plan for each of the sites and ensuring there are sufficient fire wardens that are suitably trained.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary) The relevant AP completes these for staff and relevant Pupil Progress Leader or Nursery Manager for pupils.

First Aid

See First Aid Policy

Grounds Maintenance

The Senior Site Agent oversees the grounds maintenance contractors who use their own equipment. When on site, grounds maintenance contractors are required to sign in and state what work they are carrying out in the ground's maintenance log book. On completion, signing out is essential.

The grounds maintenance contractors have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation.

Staff working in areas where a gas supply is in use, shall ensure that the gas supply is switched and locked off when not in use. They must ensure the gas supply is isolated in the event of an emergency.

The Senior Site Agent is responsible for ensuring gas appliances are serviced annually.

Inclusion

See SEND policy

The Principal will instruct the SENDCO to put pupil specific risk assessments in place for pupils with severe ASD or other conditions that might be stressed by an emergency situation.

The Academy will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under DDA.

The SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

Infection Control

See First Aid Policy and procedures

The Academy will always follow national guidance published by the UK Health Security Agency when responding to infection control issues.

The Mead End, Kitelands Road, London Road or The Lawns Academy offices may take notification from a parent of a notifiable disease at any point and will therefore have effective procedures in place to check the HPA guidance on exclusion or precautions to take in such an eventuality. Anything that requires decontamination etc will be immediately notified to the site team.

Major spillages will be cleared up by the site team, for which PPE gloves are provided.

Lettings/shared use of premises/use of premises outside of school hours

See Lettings policy

HEALTH AND SAFETY

This policy applies to all lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the Academics health and safety policy, and will have responsibility for complying with it.

The Board of Trustees delegates to the Academy Principal the maintenance of health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract.

Where the premises are let out for business use e.g. *Karate Club* then the hirer's own indemnity insurance will be needed. This should be checked by the member of staff at the point of booking. Other third-party hirers are covered by the school's insurance provision, currently under the Education Funding Agency's 'Risk Pool Arrangement'. If in doubt as to whether insurance is provided for a hirer or not, the member of staff accepting the booking is responsible for checking these arrangements and coming to the correct conclusion.

The Business Support Manager, along with the site team, is responsible for the management of lettings at each site.

Lettings agreements must cover fire and emergency arrangements and booking forms must be completed before the letting is accepted and confirmed. Where hirers involve children being present on the school site, evidence of DBS checks will also be included as part of this checking process to ensure appropriate safeguarding is in place.

The relevant site agent is responsible for informing the hirer of the emergency procedures for the building and securing the building after lettings.

Lone Working

See Lone Working policy

The Trust has a separate Lone Working procedure that all staff will be made aware of during their induction process and are required to follow.

The site team will monitor lone working procedures during 'closedown' periods, such as school holidays.

Legionella

The site team will ensure each site carries out a Water Risk Assessment every 2 years or as identified by the most recent statutory procedures and / or any interim risk assessments.

An inspection of all water tanks will be carried out on an annual basis by a competent contractor as part of the Trust's Planned Preventative Maintenance Schedule.

The site team are responsible for carrying out monthly water temperature inspection tests, recording this information on EVERY and raising any concerns immediately with the Principal.

Local Exhaust Ventilation (LEV)

The Senior Site Agent will arrange LEV thorough examinations if required and retain copies of LEV testing certificates.

Any deficiencies in LEV should be notified to the site team using the EVERY system.

The dust extractors in the DT workshop will be checked quarterly and maintained by the site team.

Lifting Equipment & Lifting Operations (LOLA)

The site team is responsible for ensuring all lifts, hoists, lifting equipment and lifting accessories are maintained and have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

The site team are trained to deal with minor lift breakdowns.

Managing Medicines & Drugs

See First Aid Policy

Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley and chair trolley have been provided for staff to use to avoid manual handling injuries.

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

Manual handling risk assessments will be undertaken for standard activities that the site team undertake.

New and Expectant Mothers

See separate Maternity Policy

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. They will be reviewed every half term thereafter or sooner if circumstances change, either with the person concerned or their working conditions.

Appropriate measures or reasonable adjustments will be put in place to control the risks identified.

Pregnant staff will be informed if pupils they come into contact with have been diagnosed with any of the following:

- Chickenpox - can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- Measles or German Measles - if a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) - can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Personal Protective Equipment (PPE)

Personal Protective Equipment is provided to the site team; jacket, toe protector boots, trousers, gloves and goggles.

PPE gloves and goggles if required for the task are also provided to cleaning staff. The site team will ensure there is sufficient supplies to protection cleaners from infection. First Aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks.

PPE for curriculum delivery (e.g. science/DT) is essential under some circumstances and all teaching staff delivering such lessons must ensure that all pupils are trained in their safe and appropriate use when relevant.

Permits to Work

Where required, the appropriate member of the site team will issue permits to work for high-risk activities such as hot works, working at height or within a confined space.

PTFA

All events and activities must be approved by the Principal.

Risk assessments for activities planned, managed and hosted by the PTFA should be copied to the Health and Safety Lead and Business Support Manager for appropriate collation.

Risk Assessments

See Risk Assessment Policy

Risk assessments have been developed for the range of activities undertaken by the Academy. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the Academy. The risk assessments are reviewed annually or when there is a change in circumstance and are stored in the Health and Safety drive.

The site team are responsible for reviewing and implementing the risk assessments in relation to premises and for the coordination of all non-curriculum risk assessments.

Middle leaders and link SLT, in collaboration with Curriculum Leaders/Developers are responsible for ensuring risk assessments are completed within their areas of responsibility, and for ensuring these are made available to the Principal and Health and Safety Lead.

Where staff take on the responsibility of organising events such as emergency vehicles on site, they too are responsible for completing risk assessments and for ensuring these are made available to the Principal and Health and Safety Lead.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

School Transport

There is a travel place in place.

Where taxis are provided, for example for ASD pupils, the local authority are responsible for providing such transport and the associated risk assessments.

Security/Violence

See Security Policy and Invacuation Policy

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

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

When pupils are unregulated and are in a position where they are a possible danger to themselves or others, only members of staff who are specifically 'Team Teach' trained must restrain or move them.

The site team will be responsible for ensuring each site is accessible for staff as required by the Academy Principal. Once pupils are in lessons, all relevant external gates and doors should be locked to ensure each site is fully secure, with entry only possible through designated, staffed areas. Entry outside of the school day hours should be via the main entrance, or other designated points.

Visitors sign in and are given ID badges for the duration of their visit to the Academy. Unfamiliar individuals in the Academy buildings or across the site should be accompanied to the front office by a member of staff.

If staff are concerned about safety, they must contact the front office to implement the school emergency plan or if lone working, they contact the police directly.

The site team will be responsible for locking all doors and securing the site at the end of the day.

Site Maintenance

The site team has a duty to check the general conditions of the premises and, in particular non-classroom/learning areas, and for ensuring that all health and safety hazards are dealt with.

Where action required is outside of their authority or ability, the matter will be reported to the Business Support Manager, who will ensure appropriate action is taken.

Health and Safety needs in respect to the maintenance of site or buildings, should be highlighted in the Site Development Plan and taken into account when prioritising works.

The Trust uses the EVERY system to monitor planned preventative maintenance and record site defects/hazards.

All staff can access the EVERY site to log maintenance issues and these will be picked up by the site team, tracked and logged.

Signage

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

The site team, as part of their weekly inspection, will look out for any damaged or missing signage.

Smoking and Vaping

See Smoking & Vaping Policy

Smoking and vaping is not permitted anywhere on the Academy premises.

Slips, Trips & Falls

All areas of Trust buildings, including classrooms and corridors, are required to be maintained in a clean and tidy manner at all times. In particular, items such as pupil's bags and coats should be stored safely so that they do not create a trip hazard.

Each site is required to have procedures in place to manage additional challenges, such as icy conditions, which may involve separate actions, such as gritting designated access routes into and off Academy sites.

Staff Training & Development

All new employees shall be provided with induction training appropriate to their health and safety needs

In the case of volunteer helpers, it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Academy Principal.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, and deal with any problems that need further action or a review of procedures.

Swimming

Swimming takes place for a limited number of KS2 children on a regular basis and may also form part of extra-curricular trips and activities on less regular occasions. All such activities are classed as activities off site and are covered under Educational Visits and Journeys.

Visitors / Third-party Companies

Visitors are required to be accompanied by a member of staff at all times, unless they are DBS checked, and are required to follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. (Green lanyard if they are DBS checked, red if not). Visitors are held in the lobby area until they are collected and accompanied by a member of staff.

When third-party companies are used such as theatre companies, staff must ensure they are from reputable companies and that their own insurance, safeguarding policies and DBS checks are in place.

Welfare and Occupational Stress

See Stress Management Policy

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust will provide suitable welfare facilities for staff in all sites.

HEALTH AND SAFETY

In terms of pupils, the Trust will ensure it meets the welfare provision in all its schools as per the school premise Regulations 2012.

The Academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress through risk assessment.

Systems are in place within the Academy for responding to individual concerns and monitoring staff workloads.

The Academy has a Mental Health Lead who can advise staff on mental health issues and concerns.

Work Experience Placements

The Trust does allow pupils from other schools on work experience within its sites, however any school or setting engaging in such activities is required to complete risk assessments for those young people undertaking the work experience.

The Principal or Health and Safety Lead oversee all work experience placements and are responsible for completing the young person risk assessment and ensuring any control measures identified from the risk assessments are implemented.

Any person undertaking long term work experience or volunteering over the age of 18 must have an Academy based DBS.

Working at Height

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

It will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc. The Senior Site Agent will monitor this.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Principal, Senior Site Agent etc.). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'WORK' includes moving around at a place of work but not travel to and from a place of work.

Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

All site team members are trained in working at height and should be called upon if such an activity is required in school that staff require assistance for.

Appendix 1

Asbestos Log

The following areas are listed as containing asbestos or an asbestos risk:

| | |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| India | Window sill Old Bunny Burner Flue (roof Space) Damp proof course |
| Japan | No longer present in the block following recent re-modelling work. |
| Brazil | Music Practice Room window sill Disabled toilet window sill Ceiling store in fabric room Under stairs in the entrance |
| USA | Window sills in Boys' and girls' toilets Fuse board for heating timer (rope) U3 Window sills |
| Europe | Rear stage entrance – ceiling Music practice room - window sill Rear stairs from gym – window sill Dining Hall – First two window sills at foyer end All toilets – window sills |
| Africa | Aertex ceilings – All, but now above new false ceilings Paper store – ceiling Electric cupboard – ceiling Cleaners outside store – ceiling |