

HOLLINGWORTH LEARNING TRUST HEALTH & SAFETY POLICY

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1. Aims

STATEMENT OF INTENT: DECEMBER 2020

The trustees of Hollingworth Learning Trust ("the Trust") recognise and accept their responsibilities to provide a safe and healthy work environment for all employees. The trustees acknowledge the promotion of health and safety measures as a mutual objective for themselves, their employees, pupils, contractors, members of the public, and anyone else who may be affected by the Trust's activities and will take all reasonable steps to protect these people.

It is the policy of the Trust Board of Hollingworth Learning Trust to do all that is reasonably practicable to prevent personal injury and damage to protect everyone from foreseeable hazard and danger, including the public, in so far as they come into contact with the academy or any of its activities.

In particular, they recognise that it is their responsibility:

- To provide and maintain safe and healthy working conditions.
- To provide training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in health and safety.
- To take into account all statutory requirements for health and safety.
- To consult and involve employees in health and safety matters wherever possible.

The Trust Board of Hollingworth Learning Trust also recognises that its employees have a duty to cooperate with them in their efforts to implement the policy by:

- Working safely.
- Meeting their statutory duties.
- Reporting incidents that have led or may lead to injury or damage.
- Following health and safety procedures and safe systems of work.
- Complying with any means set up by the Trust Board in the interest of health and safety.

Hollingworth Learning Trust will fully comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety regulations and standards and will, as far as is reasonably practicable, fulfil these requirements.

Signed:



Chair of Trustees

Signed:



CEO

2. Legislation

This policy is based on advice from the Department for Education 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 lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which requires employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which 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.

For schools with Early Years Foundation Stage (EYFS) provision:

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

This policy complies with our Funding Agreement and Articles of Association.

3. Roles and responsibilities

This section outlines the responsibilities of all members of the Trust to ensure the implementation of this policy and that health and safety standards are maintained/improved across the Trust.

Health & safety is everyone's responsibility across the Trust. Each member of the Trust must accept and ensure that they understand their personal responsibilities for health and safety and achieve and maintain these to the appropriate standard.

Responsibility for health and safety within the Trust is held by the Trust at strategic level and overseen by the Chief Executive Officer (CEO). Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Local Governing Body and Headteacher at each academy.

3.1 The Trust Board

The Trust Board and its directors will promote and develop a positive attitude by ensuring that health and safety is an integral and prominent function of the overall management culture within the Trust.

The Trust shall, so far as is reasonably practicable:

- Provide visible leadership, considering health and safety implications for all strategic decisions.
- Ensure the Trust and academies' compliance with all legal requirements.

- Ensure that necessary resources are available for the management of health and safety.
- Demonstrate a clear commitment to continuously improve health and safety performance within the Trust and its academies.
- Formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the Trust through communication, consultation and audit reviews.
- Exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient.
- Ensure this policy is reviewed and updated as appropriate.

3.2 The Chief Executive Officer

The CEO shall:

- Direct and support the operation of each academy, assisting the Headteacher, so far as is reasonably practicable, with all legal requirements as required by the Trust Board.
- Specify management controls and reporting requirements, require the audit of associated processes, procedures and outcomes in each academy, and support Headteachers in identifying and delivering appropriate training and support.
- Report to the Trust Board on health and safety issues, progress and provide operational and management support to the Headteachers and senior leadership teams within the academies.

3.3 The Academy Local Governing Body

The academy Local Governing Board shall ensure as far as is reasonably practicable:

- The health, safety and welfare of all employees, teachers, and support staff.
- The health and safety of pupils in the academy and on off-site visits.
- The health and safety of visitors to the academy, and volunteers involved in any academy activity.
- Will guide and monitor the Headteacher to ensure that they keep health and safety as a high priority in the day-to-day management of the academy.

3.4 Headteacher

The Headteacher is responsible for the day-to-day management of the academy and the implementation and monitoring of this Health and Safety Policy. Headteachers are required to:

- Ensure the Health and Safety Policy is implemented and adhered to at all times.
- Provide visible leadership, encouraging employees to achieve high standards of health and safety, and ensure that health and safety has equal priority with all other activities.
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices.
- Ensure that health and safety responsibilities are clearly and logically delegated to successive levels of management who are sufficiently senior and competent to discharge them.
- Ensure all members of staff know, understand, and accept their health and safety duties and responsibilities and that these are reflected in job descriptions.
- Comply with all relevant health and safety legislation as a minimum, conform to any specific Trust policies or procedures relating to health and safety, and wherever practicable, seek to adopt best practice in respect of health and safety.
- Implement health and safety management systems that will identify and control risks and regularly monitor and review the preventative and protective measures employed.
- Ensure the Local Governing Board are kept informed and up to date on health and safety within the Academy, and implications when undertaking the management of the academy budget.
- Ensure employees are properly instructed and trained in their health and safety responsibilities and that they discharge these effectively.

- Ensure that information regarding their academy is detailed in the Academy Safety Procedures and Health and Safety Information (see Appendix 1 and 2) and that this information is communicated to all employees.
- Ensure all employees, pupils and visitors receive adequate information, instruction, training, and supervision, both within the academy and on academy trips as appropriate.
- Ensure all machinery, appliances and equipment purchased by or used within the academy, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested, and maintained as appropriate.
- Ensure the use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching.
- Ensure only approved chemicals and substances are used at the academy and that the appropriate safety information and risk assessment is available to the user.
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary.
- Ensure adequate first aid treatment is available by the provision of a first-aider or appointed person and that first aid boxes are kept adequately stocked.
- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Trust and safety team at the local authority as soon as possible and are also reported to the Local Governing Body in the Headteachers report. In the event of a major injury, the Chair of the Local Governing Body shall be informed.
- Ensure all acts of violence and bullying, are reported to the Local Governing Body as appropriate.
- Ensure a record is kept of any contagious disease contracted.
- Ensure a suitable and sufficient fire risk assessment is carried out, updated, and reviewed for the academy premises.
- Ensure fire procedures are planned and rehearsed at least once per term.
- Ensure fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order.
- Ensure adequate welfare facilities are provided and maintained for staff and pupils.
- Ensure periodic safety inspections of the academy are carried out.
- Ensure there is consultation with staff on matters of health, safety, and welfare.
- Ensure contractors working in the academy report to a designated person before work commences in order to ascertain work details and agree safety procedures.
- In the absence of the Headteacher, ensure that health and safety duties are delegated as appropriate.
- Ensure there is an annual appraisal of the academy's health and safety performance.
- Ensure risk assessments are undertaken and reviewed as appropriate.
- Any matters of concern regarding health & safety are reported to the Local Governing Body and the CEO.

3.5 All Staff (Permanent & Temporary)

All teaching and non-teaching staff shall, where appropriate and so far as is reasonable, practicable ensure that they:

- Take reasonable care of their own health and safety and that of any other person who may be affected by their actions.
- Are fully aware of the health and safety responsibilities of their role and seek clarification if unclear.
- Make themselves aware of and follow their responsibilities as detailed in this policy and any procedures set out locally.
- Do not intentionally or recklessly interfere with or misuse anything provided for health and safety.
- Co-operate with managers and supervisors to enable the Academy to comply with their health and safety obligations.
- Participate in any instruction or training that is provided for health and safety.

- Report any accident, incident, injury or near miss using the Academy's reporting procedure.
- Report any unsafe, unhealthy or hazardous working conditions to their line manager.
- Are fully aware that they are responsible for the health and safety of the pupils they supervise.
- Check the equipment used at the academy is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher, Health & Safety Representative, Site team/FM or ICT as appropriate so that the equipment can either be repaired or disposed of.
- Inform their line manager immediately if they are diagnosed with a medical condition or are prescribed medication that may impact on their ability to carry out their duties safely.
- Seek advice if they do not feel competent to carry out their responsibilities safely; and ensure the Trust and academy's policies are implemented at all times.
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely.
- They will arrange for suitable first aid treatment in the case of an injury, investigate the accident that caused the injury and record the details on the appropriate documentation.
- Ensure all classroom-based activities are carried out in a safe and healthy manner.
- Co-operate with the Headteacher on all aspects of health, safety, and welfare.
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- Ensure a safe working area. All staff should complete a Work Area Health and Safety Checklist (Appendix 3) as and when necessary, or at least annually, and report any issues or hazards to the school site team/FM or their academy health & safety representative.

In addition to their general responsibilities, certain employees will have specific health and safety duties identified within their roles / job descriptions. These include:

Academy Site Teams/FM duties (which are documented separately) include, for example, ladder checks, carrying out of maintenance and minor repair work safely, monitoring of communal areas etc. It is the responsibility of the Site Manager/FM or their nominee to ensure that documentation is maintained and available for consultation.

- The academy health & Safety representative – the Headteacher, may appoint a person within their academy to be responsible for health and safety and support with the day-to-day duties.
- Union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

3.6 Pupils and Parents/Carers

All pupils and parents/carers must:

- Comply with all academy policies and regulations.
- Co-operate with all academy staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.

3.7 Contractors

All contractors must:

- Agree health and safety practices with the Headteacher/Site team/FM before starting work.
- Provide evidence that they have completed an adequate risk assessment of all their planned work before work begins.

4. Health & Safety Arrangements

This section sets out the Trust's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act 1974, other relevant legislation and give details on how people should meet these requirements. Because of their legal status, they are mandatory requirements of this policy, and it is important that all Trust employees adhere to them.

If you need any help or guidance with any of the items listed below, please either contact your line manager or health & safety representative in your academy.

4.1 Risk assessment

All necessary job roles and work activities within the Trust must be assessed and significant health and safety risks recorded. Control measures will be put in place to protect employees or others that may be affected by the Trust's work activities. The risk assessment should identify further actions that will be required to reduce the risks to at least a tolerable level. Once complete, the risks identified, and control measures put in place for protection will be communicated to the relevant employees.

Risk assessments should be reviewed on an annual basis or following any incident/accident to ensure any learnt risk and amended procedures have been updated.

A list of required academy risk assessments is included in the Academy Safety Procedures (Appendix 1).

Further information regarding risk assessments is available in the Trust Risk Assessment Policy.

4.2 Safe working procedures

(also referred to as Safe Systems of Work (SSoW))

Following the risk assessment process, where hazards cannot be eliminated and where risks still exist, written detailed instructions will be produced and effectively communicated to the relevant employees. The level of detail included will be proportionate to the level of risk involved.

Safe Systems of Work should be reviewed annually following a risk assessment review.

The Headteacher/academy health & safety representative should keep a list of SSoW, and ensure information is shared with relevant staff.

4.3 Chemicals and hazardous substances (Control of Substances Hazardous to Health - COSHH)

Hazardous substances, which can take many forms, including:

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

All hazardous substances, chemicals or products will be used, stored, and disposed of in accordance with the manufacturer's instructions or the relevant legislative requirements. Staff must ensure all hazardous products are kept in their original containers, with clear labelling and product information. Where necessary, the appropriate COSHH risk assessments will be put in place. COSHH risk assessments are completed by Heads of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Any hazardous products will be disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, must be displayed near where hazardous products are stored and in areas where they are routinely used. Following the COSHH risk assessments, exposure will either be prevented, or where this is not reasonably practicable, adequately controlled. Where measures are put in place to control exposure, these will be maintained, examined, and tested to ensure their continued effectiveness. Information, instruction, and training will be given to those employees exposed to hazardous substances, including the potential risks and the control measures in place to prevent exposure. Personal protective equipment will be provided only as a last resort for controlling exposure.

COSHH risk assessments should be reviewed on an annual basis or following any incident/accident to ensure any learnt risk and amended procedures have been updated.

The Headteacher/Academy Health & Safety Representative should liaise with Heads of Departments to keep a list of COSHH Risk Assessments.

4.4 Personal Protective Equipment (PPE)

The Trust accepts that the use of personal protective equipment (PPE) is a last resort and is committed to continually seeking alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, employees will be provided with the most suitable and sufficient PPE, and given training in its use, storage, and maintenance.

Managers are responsible for issuing, repairing, and replacing PPE and for ensuring its proper use. Employees are responsible for keeping their PPE clean and properly stored, and for reporting faults and problems to their line manager.

All staff, including computer users, are offered access to eyesight tests via the Trust Employee Assistance Programme. This includes a specified annual amount towards optical services and glasses.

4.5 Health Surveillance

All staff are required to complete pre-employment checks/screening to ensure staff are suitable for their role, and to inform the academy of any medical conditions which may require reasonable adjustments or support.

Further arrangements for a programme of health checks will be put in place where it is a requirement of law, or where it is identified through operations/risk assessment to support an employee in their role. Records of all health surveillance will be kept on the member of staffs personal file for the applicable length of time.

4.6 Health and Safety Training

Induction training

The academy's HR link will ensure that all new employees go through the academy's induction, including health and safety information, on taking up employment. All new starters should be given access to, and read, their schools Academy Safety Procedures and Academy Health and Safety Information forms (Appendix 1 and 2). In addition, line managers will ensure for employees whose role includes higher risk, that information is provided on site, including risk assessments, specific training, and the control measures in place to protect employees.

General health and safety training

The health and safety training needs of all employees will be identified through the risk assessment process. Appropriate information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely.

All Trust staff are required to complete the following online courses every 3 years:

- Manual Handling
- Health & Safety Essentials
- Fire Awareness in Education

Where specific mandatory health and safety training is required, managers must ensure that employees are provided with this, including information on the hazards and the control measures in place to protect them.

Employees must participate in any instruction or training provided to enable the academy and Trust to comply with their health and safety obligations. Records of all employees' health and safety training will be kept on their personal electronic record. Refresher training must be provided as and when necessary.

4.7 Accident & incident reporting and investigation

All employees are responsible for following the Trust's Accident and Incident Reporting Procedures. Employees must report all accidents, whether it results in injury or not, incidents, including verbal or physical assault, or near miss incidents to their line manager, and an Accident and Incident Form should be submitted by the employee. This can be completed via Every via their Every log in at <https://auth.every.education/> or by submitting a completed Accident and Incident Form to the relevant person responsible for health and safety at the academy.

Persons responsible for health and safety at the academy are responsible for familiarising themselves with the reporting procedure and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and informing the Trust Central Service Team as appropriate when these incidents occur. The Trust Central Service Team will support with the reporting of RIDDOR incidents to the Health and Safety Executive, where required, on behalf of the Trust.

Persons responsible for health and safety at the academy are responsible for investigating all accidents, incidents or near misses to identify the cause and to take the appropriate steps to prevent a recurrence, and for monitoring incidents within their area of responsibility. Serious incidents will be investigated jointly by the Trust and Rochdale Safety Team.

Further information regarding accident and incident reporting is available in the Trust Accident and Reporting Procedures.

For schools with Early Years Foundation provision, they must complete the following when accidents or injury occur:

- **Notifying parents/carers**

The first aider/relevant person will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given on the same day, or as soon as reasonably practicable.

- **Reporting to child protection agencies**

The DSL will notify the local authority and relevant child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

- **Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

4.8 Consultation with employees

Management will regularly consult with the recognised trade unions and appointed safety representatives through formal consultative meetings at both strategic and operational level. Safety representatives will be provided with the necessary information to allow them to fully and effectively consider health and safety matters. Consultation meetings give employees, via their safety representatives, the opportunity to discuss and exchange views on health and safety issues with management, to reach a better understanding on matters and procedures relating to health and safety.

4.9 Work environment

All workplaces will be provided with adequate welfare facilities which will be maintained to a safe standard. Adequate access will be provided, and all employees must maintain good housekeeping standards. Where it is not possible for defects and unsafe conditions to be put right, they should be reported to the appropriate member of staff or Building/Site Manager as soon as possible following the Academy's appropriate procedure.

4.10 Equipment

Those responsible for purchasing work equipment, plant or services will make reasonable checks for health and safety standards and assess for suitability. Where necessary, equipment and plant services should conform to the appropriate British Standards or conformity certification. Once purchased, arrangements should be made to keep equipment in good working order by following the manufacturer's recommendations. These could include arranging for suitable maintenance, inspection, and servicing, and for providing the appropriate markings and warnings.

A record of work equipment, plant or services used by the Academy should be documented by the Academy's Health & Safety Representative including a log of the maintenance, inspection and servicing that takes place.

To ensure the safe use of equipment across the trust, the following procedures will be followed:

- All equipment and machinery are 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 that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas.
- All containers are labelled with the correct hazard sign and contents.

4.10.1. Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards must be reported immediately via the academy's reporting procedure.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Portable appliance testing (PAT) will be carried out by a competent person annually at each trust site.
- All isolator switches are clearly marked to identify their machine.
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

4.10.2. PE equipment

- When using equipment, pupils must be taught how to set up and use PE equipment safely and efficiently. Staff must check that equipment is set up safely.
- Any potential hazards / concerns about the condition of the gym floor or other apparatus must be reported immediately via the Academy's reporting procedures.
- Relevant PE equipment will be checked regularly and serviced annually in line with British Standards.

4.10.3. Display screen equipment

- All staff who use computers daily as a significant part of their normal work should have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- All staff, including computer users, are offered access to eyesight tests via the Trust Employee Assistance Programme. This includes a specified annual amount towards optical services and glasses.

4.11 Statutory building compliance

Site Managers/FM or the person in control of a building (e.g. Headteacher, responsible person) are responsible for ensuring that Trust buildings are kept in a safe condition and that all the required statutory building compliance inspections, assessments, maintenance and / or servicing are carried out within the appropriate timescales. The person in control of the premises will make arrangements for remedial action or recommendations made following on from inspections and/or assessments to be actioned as appropriate.

For PFI Schools, the PFI providers must have necessary documentation available to demonstrate statutory building compliance on request for review by the Academy, Trust or External Auditor as and when required.

4.12 Emergencies

Procedures will be put at each academy or Trust offices to deal with emergency situations by the person responsible for the building (e.g. Building Manager, Headteacher, etc.). The academy's emergency evacuation procedures will be communicated to all employees within the building as and when they are updated and at least annually.

An up-to-date copy of the Academy's Emergency Evacuation Procedures should be available for employees to view in Every.

At each academy, as part of emergency evacuation procedures, nominated staff will be assigned roles to assist in emergencies and be given the appropriate training, e.g. first aid, fire wardens, etc.

4.13 Fire

Building Managers or the person in control of a building (e.g. Headteacher) are responsible for ensuring that all the necessary fire safety controls are in place and are being managed. Employees, as building users, will be instructed on the procedures to follow in an emergency evacuation situation and must follow these as necessary.

4.13.1 Evacuation Procedures

- Fire Evacuation Plans should be displayed in all classrooms/workrooms/offices.
- The Academy's Emergency Evacuation Procedures will be communicated to all employees within the building as and when they are updated and at least annually.
- An up-to-date copy of the Academy's Emergency Evacuation Procedures should be available for employees to view in Every/Documents.

4.13.2 Personal Emergency Evacuation Plan (PEEP)

- The HR Link, Line Manager and Health & Safety Representative, and the individual member of staff, are responsible for preparing a Personal Emergency Evacuation Plan (PEEP) for any employee requiring assistance to evacuate in an emergency.
- The SEN Team are responsible for preparing a Personal Emergency Evacuation Plan (PEEP) for any pupil requiring assistance to evacuate in an emergency. A copy of the pupil's PEEP should be communicated with relevant staff and shared with the pupil's parents/carers.

4.13.3 Fire Drills

- Academies are required to complete Fire Drills/Practice Emergency Evacuations each term.
- After each Emergency Evacuation/Drill, the Health & Safety Representative and SLT should evaluate the procedure and make any necessary amendments to actions or procedures to ensure continued safe evacuation of the buildings.
- The Health & Safety Representative is to keep a log of all emergency evacuations and drills.

4.14 First aid

The Headteacher and Health & Safety Representative at each academy will ensure that there is an appointed person for first aid, a sufficient number of trained first aiders, and that there is the equipment needed to deal with injuries or ill health. First aid requirements will be identified through the risk assessment process to ensure the adequacy and appropriateness of first aid personnel, equipment, and facilities.

Further information regarding first aid is available in the Academy's First Aid Policy.

4.15 Lone working

There are a number of roles across the Trust that include lone working. Lone working may include:

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

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

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

A member of staff must report concerns related to lone working with their line manager as soon as possible.

Staff who undertake Lone Working are required to complete the Lone Working training via the Every system.

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

4.16 Working at Height

Any working at height must be properly planned, supervised, and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Teams retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Use of tower scaffolding systems, scissor lift or high-level equipment is only permitted by trained persons.
- Access to high levels, such as roofs, is only permitted by trained persons.

Staff who complete working at height are required to complete, as a minimum, the Working at Height training via the Every system.

4.17 Violence at Work

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 must report any incidents of aggression or violence (or near misses) directed to themselves to their line manager, Health and Safety Representative and Headteacher immediately. Staff are also required to complete and submit an Accident and Incident form on the day of the incident. This applies to violence from pupils, visitors, or other staff.

4.18 New and Expectant Mothers

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

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

- Chickenpox can affect the pregnancy if the pregnant person has not already had the infection. The pregnant person should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant person comes into contact with measles or German measles (rubella), they should inform their 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 person should inform their antenatal care and GP as this must be investigated promptly.

4.19 Occupational Stress

Hollingworth Learning Trust are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within academies for responding to individual concerns and monitoring staff workloads.

The Employee Assistance Programme, is available for all Trust staff to access. This is a confidential support service.

The Trusts Wellbeing Policy includes stress management guidance, including information for employees and managers on stress risk assessments and wellness action plans.

4.20 Education Visits

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, a portable first aid kit, information about the specific medical needs of pupils along with the parents/carers' contact details.
- There will always be at least one first aider on school trips and visits.

For schools with Early Years Foundation Stage provision:

- There will always be at least one first aider with a current paediatric first aid certificate.

For other trips, there will always be at least one first aider on school trips and visits.
For further information, see the academy's Education Visits Policy.

5. Lettings

This policy applies to lettings. Those who hire any aspect of the academy sites, or any facilities will be made aware of the content of the Academy's Health and Safety Policy and will have responsibility for complying with it.

6. Smoking & Vaping

Hollingworth Learning Trust has a no smoking/vaping policy on all sites. Smoking & vaping is not permitted anywhere on trust premises and grounds.

7. Disciplinary Procedure

Disciplinary action will be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, interfered with, or failed to use protective equipment provided for health and safety, or failed to follow their responsibilities as detailed within this policy. In these instances, the Trust's Disciplinary Procedures will be followed.

8. Monitoring and Auditing

The Trust and its academies will continuously monitor their health and safety performance through incidents, ill health, or near miss reports, followed by reviewing applicable risk assessments to ensure control measures remain effective. Academies will monitor health and safety performance by, for example, undertaking safety tours, inspections and checking that control measures are being followed.

The Academy and the Trust will carry out annual Fire and Health & Safety audits and outcomes will be shared with governors and trustees.

The Trust will employ external Fire and Health & Safety audits every 2 years to determine whether academies are complying with the necessary health and safety requirements, and whether the Trust is fulfilling its obligations with regard to health and safety legislation.

9. Policy Review

The Hollingworth Learning Trust Health & Safety Trust Policy will be reviewed annually to ensure its continuing suitability, adequacy, and effectiveness, and to encourage continuous improvements in health and safety performance.

The policy will be reviewed by the COO and Trust Compliance Manager and approved by the Trustees.

The completed policy will be shared annually with all Trust employees.

10. Academy Safety Procedures

The Headteacher and Health & Safety Representative from each Academy are required to complete the Academy Safety Procedures Form and Academy Health and Safety Information in Appendix 1 and 2. These forms should be reviewed regularly as and when changes are made, and at least annually.

All staff should complete a Work Area Health and Safety Checklist in Appendix 3 to ensure a safe working area. This form should be completed as and when necessary, or at least annually, and any issues or hazards identified reported to the school site team/FM or their Academy Health & Safety Representative.

These forms should be shared with all staff within each academy and should be made available for employees to view in Every/Documents via their Every log in at <https://auth.every.education/>.

11. Links with other policies

This Health and Safety policy links to the following policies:

Trust Policies

- Supporting Pupils with Medical Conditions
- Accident and Incident Reporting Procedure
- Risk Assessment Policy

Academy Specific

- Emergency Plan
- Emergency Evacuation Procedures
- First Aid
- Relevant Risk Assessments
- Accessibility Plan

APPENDIX 1: ACADEMY SAFETY PROCEDURES FORM

HOLLINGWORTH LEARNING TRUST

ACADEMY SAFETY PROCEDURES

This form is a supplement to the Trusts Health & Safety Policy, giving details of the people responsible for implementing the safety procedures within the Academy.

ACADEMY:	
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Area of responsibility	Responsible person
The person responsible for implementing Trust's Health & Safety Policy here is:	
The person delegated as the health and safety representative within this Academy is:	
Accidents & emergencies	
Implementing the emergency plan:	
Implementing emergency evacuation procedures:	
Report accidents and incidents to:	
Accidents and incidents will be investigated by:	
Completion of on-line incident forms	
Reporting RIDDOR incidents to the Trust and Rochdale Safety Team	
Monitoring accidents and incidents	
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	
First Aiders are:	
Fire Wardens are:	

Health & safety training and information	
First day induction – safety familiarisation	
Employee safety training needs & retention of training records	
Informing visitors of safety procedures and "Academy rules"	
Informing contractors of known hazards which may exist e.g. asbestos	
Consultation	
Raise health & safety issues with	
Meetings where health & safety issues should be raised including those for consultation with unions	
Union Safety Representative	

Buildings & equipment management	
Site Security	
Key Holders	
Checking health and safety standards prior to purchase of plant, equipment or services	
Arranging inspection and maintenance of equipment and plant:	
Keeping inventories and records of equipment and plant inspections:	
Carrying out routine safety inspections, walks or checks:	
Fire Risk Assessment:	
Organising fire drills and keeping fire log-book:	
Fire Wardens are:	
Issue and inspection of personal protective equipment (PPE):	

Risk assessment responsibilities	
Teachers & teaching staff	
Caretaker & cleaning staff	
Kitchen staff	
Office & admin staff	
Lunchtime supervisors	
Communal areas	
Minibus	
Art	
Design & technology – Food technology	
Design & technology – Resistant materials	
Science	
Physical education	
Workers under the age of 18	
Asbestos	
Substances hazardous to health	
Display screen equipment	
Fire	
First aid	
Manual handling	
Working at height	
Children being drawn into terrorism	
Swimming pools (if applicable)	
Co-ordinating risk assessments:	
Co-ordinating COSHH risk assessments:	
Arranging health surveillance (where applicable):	

Review date:	
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Completed forms should be shared with all staff via Every/Document.

APPENDIX 2: HEALTH & SAFETY INFORMATION FORM

ACADEMY / LOCATION

HEALTH & SAFETY INFORMATION : DATE

This document contains Health & Safety information for xx Academy.

FIRE PROCEDURES	Completed
Fire alarm sound Example: The fire alarm is a loud intermittent continuous bell. The alarm will continue to ring. When you hear this alarm, you should stop what you are doing and evacuate the building. <i>If Applicable: Please note: Practice Fire Alarm testing takes place on xxx at xxx and lasts a few seconds – you do not need to evacuate.</i>	
Fire exits Example: Fire exits are sign posted throughout the building. To get to your nearest fire exit please follow the green signs displayed throughout the building. To evacuate the building, (insert information).	
Emergency Evacuation Procedure (EEP) Example: The emergency procedure is available at xxxx. Please familiarise yourself with these procedures so you are aware of what to do in an emergency. The Emergency Evacuation Procedures are saved/available on Every: xxxxx	
Assembly point Example: In the event of a fire, the Emergency Evacuation Assembly point is xxxx. Staff must be registered during an evacuation.	
WELFARE	
Toilets Toilets are located on xxxx	
Kitchen The kitchen is located / Staff Kitchen facilities are available in xxxx	
ACCIDENTS & FIRST AID	
First aider(s) In the event of an emergency, 999 Trained first aiders at xxxx	
First aid box The first aid box is stored xxxx	
Accident reporting procedure The Trust Accident and Incident Reporting Procedure is available on Every. Staff must complete an Accident & Incident form for any accidents or near misses that occur during work.	
PERSONAL PROTECTIVE EQUIPMENT (PPE) (if applicable)	
Essential PPE If you require PPE as part of your role, please see your Line Manager for this to be ordered.	
Storage of PPE Staff are responsible for storing their PPE responsibly and correctly as per guidelines. Any PPE should be bought into school daily to use as needed.	
Replacement of PPE If you need to replace your PPE, please see your Line Manager for this to be ordered.	
Reporting procedure for defective, damaged, lost PPE If your PPE is defective, damaged or lost, please see your Line Manager for this to be replaced.	

HEALTH & SAFETY INFORMATION	
Hollingworth Learning Trust Health & Safety Policy The Trusts Health & Safety Policy is available for staff to access on Every.	
Risk assessment findings Academy Risk Assessments are available for staff to access at xx file location xx	
Safe working procedures Academy Safe Systems of Working are available for staff to access at xx file location xx	
INFORMATION & CONSULTATION	
Health and safety co-ordinator xxxxx	
Health & safety union rep / Staff safety rep xxxx	
Defect reporting procedure To report any Health & Safety issues, including defects, or broken equipment please contact: xxxxxx	
Health & safety law poster Health & Safety Law posters is displayed on entrance to the school and in staff workrooms. Please ensure that you read the poster and familiarise yourself with this information.	
Health & safety committees Trustees and LGB xxx Committee meet to discuss Health & Safety within the Trust.	
EMERGENCIES	
Crisis management plan The Trust and each of its Academies has an Emergency Plan in place. The Emergency Plan for xxx Academy will be made available for relevant staff on Every.	
STAFF TRAINING	
Mandatory Training All Trust staff are required to complete the following mandatory Health & Safety training every 3 years via iHASCO/Every: <ul style="list-style-type: none"> • Manual Handling • Fire Awareness in Education • Health & Safety Essentials 	
Specific H&S Training If your role requires completion of specific training, your line manager or Academy Health and Safety Representative will inform you of additional training you require. If you feel additional training is required, please raise this with your line manager.	

APPENDIX 3: CLASSROOM / WORKPLACE HEALTH & SAFETY CHECKLIST

Questions you should ask:		YES	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that needs to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads / cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts, etc.?			
	For stand-alone classrooms: <ul style="list-style-type: none"> Are access steps or ramps properly maintained? Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant's-foot' step stool or stepladder available for use where necessary?			
	Is a window-opener provided for high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving, etc.?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley, etc.?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators, etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers, etc.?			
Computers and similar equipment	If you use a computer for a significant part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, etc. been visually checked and, where necessary, and tested at suitable intervals to ensure that it's safe to use? (There will be a sticker to show when it was last tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls / ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> Unobstructed; Kept locked; and Easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Is fire-fighting equipment and fire safety signage kept clear and unobstructed by displays?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			

Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?			

The list overleaf is not exhaustive and you should identify any other hazards associated with the daily use of the classroom in the space below, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		YES	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location / name of classroom:		