HEALTH AND SAFETY POLICY

Responsible sub-committee:	Finance and Resources
Linked Policies:	• Lone Working policy • Manual Handling policy • Working at Height policy • First aid policy • Risk assessment • Supporting pupils with medical conditions • Accessibility plan • Wellbeing Policy • School Events and Educational Visits policy • Critical Incident/Business Continuity/Lockdown policy • Scheme of Delegation
Review Date:	July 2027
Target Audience:	All stakeholders in the Trust
Dissemination Via:	SharePoint

Version	Section	Changes	Date	Author
All amendments 2023 and prior are detailed in Appendix 3.				
7.0	**All**	Updated for Staff changes	**Sept 24**	**H&S Manager**
	5.2 – Local Governing Bodies	Updated for Local governing body responsibilities		
	5.4 - General Responsibilities	Updated responsibility of reporting to the HSE to the Trust Health and Safety Manager for all schools. Inclusion of prescriptive methods of consultation		
	8 – Fire	Roles and responsibilities of 'Nominated, Responsible Persons' and 'Fire Wardens'		

	11 - Legionella	Outlining roles and responsibilities of 'Statutory Duty Holders,' 'Responsible Persons' and 'Deputy Responsible Persons' Changes to role 'Named Duty Holder' to 'Statutory Duty Holder' Change to wording of 'management programme' to 'written scheme of control'.		
	12.1 - Reporting to H&S Executive	Addition of link to general PEEP template		
	13 - First aid	Detail on number of trained individuals		
	29 - Monitoring and Review	Change of monitoring frequency from 'regular basis' to "annually, after significant changes, following an incident, should legislation change or when new risks are identified" Addition of further information on how monitoring will be completed.		
	30 – Competent Individuals	Renamed section to 'Competent Individuals'. Inserted explainer of how competent individual table is to be referenced within the policy.		
7.1	**1 – Introduction**	Update to COSHH training within staff training table to include high-risk curriculum areas where substances are used.	**Nov 24**	**Trust H&S Manager**
	3 – Schools	Amended to reflect the policy being Trust-wide.		
	5 - Responsibilities	5.3 – Table updated to reflect a wider range of subjects where designated responsibilities are required.		
	7. General Arrangements to Keep People Safe – Risk Assessments	Area of responsibility table updated to reflect a wider range of subjects where specific risk assessments are required.		
	19 – Medical Needs	Removal of defunct link and signposting to where the policy is kept.		
	24 – New and Expectant Mothers	Removal of defunct link and signposting to where the policy is kept.		
	26 – Work Experience	Removal of specificity towards 6th Formers, to reflect the offer of work experience to younger students across the Trust.		
7.12	**13 – First Aid**	Updated section to include Trust policy on administering life-preserving first aid to all occupants.	**Feb 2025**	**Trust Health and Safety Manager**
7.2	**All**	**There have been no significant changes to legislation in this revision.** Amendment of document to align with INOVA strategic aims	**July 2025**	**Trust Health and Safety Manager**

		Where there is reference to Headteachers, this has been amended to include 'Executive Directors' and 'Heads of School' to reflect new school structures		
	Version Control Table	Removing historic version controls for brevity and the creation of the new appendix 3 to reflect these historic changes. Only previous 12-months' worth of changes to be retained in the version control table		
	Section 1	Introduction of the CEO Statement of Intent, replacing previous 'Policy Statement' section Addition of scope/purpose of document Removal of '1.1 Making the policy work' and '1.2 communication' section for brevity		
	Section 2 & 5	Combination of legislation & responsibilities for brevity Updates to responsibilities and outlining of 'Statutory Duties'		
	Section 3	Removal of section 3, as this is now referenced in Section 1		
	Section 4	Removal of section 4 as this is now referenced in section 1		
	Section 5	Removal of Section 5, as this is now referenced in Section 2		
	Section 6	Removal of Section 6, as this is now referenced in Section 1		
	Section 7	Section 7 amended for clarity and brevity		
	Section 8	Section 8 amended for clarity and brevity and combined into new Section 'Site Compliance and Hazard Management'		
	Section 9	Section 9 renamed to include Permit to Work process, information added to capture responsibilities in the process and combined into new Section 'Site Compliance and Hazard Management'		
	Section 10	Section 10 amended for clarity and brevity and combined into new Section 'Site Compliance and Hazard Management'		
	Section 11	Section 11 amended for clarity and brevity and combined into new Section 'Site Compliance and Hazard Management'		
	Section 12	Section 12 amended for clarity and brevity and renamed to align with Trust reporting processes		
	Section 13	Section 13 amended for clarity and brevity		
	Section 14	Section 14 amended for clarity and brevity and combined into new Section 'Site Compliance and Hazard Management'		

Section 15	Section 15 amended for clarity and brevity and combined into new Section 'Site Compliance and Hazard Management'
Section 16	Section 16 amended for clarity and brevity and combined into new Section 'Site Compliance and Hazard Management'
Section 17	Section 17 amended for clarity and brevity
Section 18	Section 18 amended for clarity and brevity and combined into new Section 'Safe Working Practices'
Section 19	Section 19 combined with Section 8 'First Aid' for clarity & 'Medicines Policy' wording amended to reflect title of Trust 'Managing Medicines' Policy
Section 20	Section 20 amended for clarity and brevity and combined into new Section 'Safe Working Practices'
Section 21	Section 21 amended for clarity and brevity and combined into new Section 'Safe Working Practices'
Section 22 & 23	Section 22 and 23 combined, condensed and reworded for clarity under a new Section 'Infection Control and Managing Illness in Schools'
Section 24	Section 24 amended for clarity and brevity
Section 25 & 26	Section 25 and 26 combined, condensed and reworded for clarity under a new Section 'Learning-based Safety'
Section 27	Section 27 additional information included to align with the Trust Wellbeing Policy
Section 28	Section 28 removed and incorporated into the new Section 2 'Duties and Responsibilities'
Section 29	Section 29 condensed and included within Section 1 'Introduction' to improve clarity and flow.
Section 30	Section 30 removed and included within the New Section 3 - "General Arrangements to Keep People Safe – Risk Assessments"
Appendix 3	Appendix 3 removed and included within New Section 3 - "General Arrangements to Keep People Safe – Risk Assessments"

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CEO Statement of Intent

At INOVA Multi-Academy Trust, we believe that everyone has the right to work, learn, and thrive in a safe environment. As Chief Executive Officer, I am fully committed to protecting the health, safety, and wellbeing of all staff, pupils, visitors, and contractors across our schools.

This policy reflects our Trust-wide commitment to:

- Creating safe, inclusive, and supportive environments
- Empowering staff through clarity, training, and trust
- Learning from experience to continually improve.

These commitments align with our mission to equip young people with the knowledge, skills, and character to thrive as global citizens, and with our core values of innovation, collaboration, and excellence.

Our Health & Safety Strategy and Integrated Health & Safety Management System (IHSMS) are designed to ensure legal compliance, drive improvement, and embed a strong safety culture across every site.

Everyone, Everywhere, Every Day – this is our shared safety commitment.

Lee Barber

Chief Executive Officer

Date: 20/06/25

1. Introduction

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy.

This policy sets out INOVA's approach to managing health and safety in all Trust schools and settings. It aims to:

- Ensure legal compliance with UK health and safety law;
- Protect people from harm;
- Build a positive and proactive safety culture;
- Enable all staff to understand and act on their responsibilities.

This policy applies to:

- All Trust employees, including teaching, support, administrative, and site staff;
- Pupils, parents, contractors, and visitors while on Trust premises;
- All educational, operational, and extracurricular activities across the Trust.

This Health and Safety Policy states our intention to work safely and is a useful tool to help the Trust achieve its objectives.
The Trust recognise the role of Union Safety Representatives.
We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Please also refer to the General Site Risk Assessment Document which is reviewed annually.
Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, law and any significant changes will be brought to the attention of all staff.

2. Duties and Responsibilities

2.1Statutory Duties

INOVA is committed to meeting all relevant legal duties under Sections 2 & 7 of The Health and Safety at Work etc. Act 1974,, including;

Section 2 Employers' duties:

- Protect the health, safety, and welfare of employees and others affected by work activities.
- Provide and maintain safe premises, equipment, and systems of work.
- Offer information, instruction, training, and supervision to ensure safety.

Section 7 Employees' duties:

- Take reasonable care for their own health and safety and that of others.
- Cooperate with the Trust on health and safety matters.
- Not misuse or interfere with safety equipment or procedures.

Other regulations followed by INOVA include (not exhaustive):

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

2.2 Responsibilities

Overall responsibility for the management of Health and Safety is the Board of Trustees of the Trust.
The Trustees have delegated responsibility to the Local Governing Boards, but the Trustees remain accountable.

2.21 Trustees

Trustees are committed to:

- Ensuring that the Health and Safety policy is applied in the school through regular reports to the Finance & Resources Committee from the C-Suite including:
    - Risks – through the overall Trust Risk Register
    - KPIs

- Breaches reporting
- Internal audits and action plans.
- Escalation / Exception reporting from Schools/LGBs and their H&S meetings.

2.22 Trust C-Suite

The Trust C-Suite are committed to:

- Advocating the Health and Safety strategy
- Ensuring that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner

2.23 Local Governing Board

Responsibilities of the LGB are set out in the Scheme of Delegation. This includes ensuring:

- Incidents are dealt with and escalated
- The school has a competent (IOSH qualification or higher) H&S lead (normally office manager).
- The school has an appointed competent person for H&S (Headteacher or Business Manager)

2.24 Trust Health and Safety Manager

The Trust Health and Safety Manager is committed to:

- Having strategic overview of the implementation of health and safety practice across the Trust
- Ensuring that the Health and Safety policy is applied in schools through review of School H&S meetings minutes including details of any issues, risks, or breaches
- Reporting to the Trust C-Suite and Trust F&R Committee any significant breaches of policy or risks arising
- Dealing with any health and safety problems brought to them by the Executive Directors/Headteacher/Head of School, staff, students, parents, visitors or any persons present in a Trust setting
- Ensure that the Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Undertaking H&S audits, compiling reports and supporting relevant staff in completing any actions arising from them
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This may be completed via staff voice, H&S committee meetings etc.

- Providing support to schools where required to assist Headteachers/Heads of School in the day-to-day management of health and safety issues.
- Investigating any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Reporting any RIDDOR-reportable incidents to the Health and Safety Executive on behalf of the schools
- Communicating and consulting with union safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

2.25 Executive Directors/Headteacher/Head of Schools

Executive Directors are ultimately responsible for the Health and Safety across their sites; however, they may decide to delegate a proportion of the responsibilities below to the Headteachers/Heads of schools. Therefore, these individuals are committed to:

- Taking overall responsibility for day-to-day management of health and safety issues
- Ensuring that health and safety is incorporated into the planning and organisation of all school functions
- Ensuring that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk
- Attending health and safety training courses as appropriate
- Ensuring the provision of adequate training, communication, instruction, and supervision for all members of staff (including supply staff and volunteers). This includes but is not limited to allowing appropriate time for all staff to complete mandatory training as set out by the Trust.
- Providing necessary information to staff members and their representatives on health and safety matters
- Ensuring that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Ensuring that staff have an appropriate workload in support of a reasonable work/life balance
- Ensuring adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be completed via staff voice, committee meetings, union meetings etc
- Supporting the Trust Health and Safety manager in strategic implementation of H&S practice.

2.26 Staff Members

All INOVA MAT staff are committed to:

- Ensuring that they are fully aware of their roles and responsibilities in this policy
- Ensuring that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits
- Attending and completing health and safety training courses as appropriate

- Undertaking relevant risk assessments and share findings and preventative measures with all appropriate stakeholders
- Bringing to the attention of the Trust Health and Safety Manager information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits – this can be completed via the online incident reporting system.
- Reporting to their line managers any problems that they feel that they cannot deal with themselves.

3. General Arrangements to Keep People Safe – Risk Assessments

Risk Assessments are a legal requirement under **Regulation 3 of the Management of Health and Safety at Work Regulations 1999.**
The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.
This is completed by Annual Risk Assessments, Dynamic Risk Assessments and Planned Activity Risk Assessments.
All of our Risk Assessments are recorded and findings shared with all staff. We have a Generic Site Risk Assessment booklet as a starting point but, where there are no generic assessments, we carry out our own assessments using the blank assessment form which can be found in the Health Safety area of the school's Learning Platform.
Risks are assessed periodically, following an incident, on the introduction of any new process/equipment OR following any relevant change in legislation.

Each school is expected to complete a site-specific risk assessment for the following areas:

- General Site (covering areas such as: Plant & Equipment, Premises Management and General Arrangements for First Aid, Supervision, etc)
- High-risk Curriculum Areas:
  - Science
  - PE
  - Design and Technology Subjects:
    - Art, Food Technology
    - Resistant Materials
    - Textiles
    - Electronics
    - Any other subject that may fall into this category
- Events and Educational Visits
- Early Years Foundation Stage (where applicable)

3.1 Approved Codes of Practice

Approved Codes of Practice (ACOP) & guidance are produced by the Health & Safety Executive (HSE).
Many of these cover aspects of school safety. Copies of these are referred to by way of the HSE website.

The ACOPs have been brought to the attention of all members of staff whenever applicable. The HSE Website is available for use as a source of reference when carrying out a task e.g., planning an educational visit or setting up equipment.

4. Incidents, Near Misses and Dangerous Occurrences

4.1 Incident Reporting and Investigation

All accidents involving staff, pupils, contractors, or visitors must be:

- Recorded using Trust incident reporting forms.
- Investigated where appropriate to prevent recurrence.
- Reported in line with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*, where applicable.

4.2 Responsibilities

- All staff: Record accidents and report near misses promptly.
- Trust Health & Safety Manager:
    - Investigates significant incidents.
    - Reports RIDDOR-qualifying cases to the HSE.
    - Reviews accident data for trends and updates risk assessments accordingly.
- School Business/Office/Facilities Managers: Notify Trust/Local Governing Bodies of serious incidents.

4.3 RIDDOR Reporting

The Trust H&S Manager must report the following to the HSE:

- Death or specified injuries (e.g. fractures, amputations, loss of consciousness, serious burns, crushing injuries).
- Over-7-day absences due to work-related injury.
- Occupational diseases, e.g. carpal tunnel, dermatitis, asthma.
- Dangerous occurrences (e.g. equipment failure, hazardous releases, fire from electrical fault).
- Non-employee incidents (e.g. pupils or visitors) where injury arises from a work activity and leads to hospital treatment or death.

HSE RIDDOR Reporting: www.hse.gov.uk/riddor

4.4 Early Years Foundation Stage (EYFS) Requirements

For EYFS pupils:

- Parents must be informed on the same day of any accident or first aid treatment.
- Serious incidents must be reported to:
    - Ofsted (within 14 days), and
    - LADO (Local Authority Designated Officer), if there are safeguarding concerns.

4.5 Notifying parents

The Headteacher/ Head of School / Office/ Business manager will inform parents 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.

4.6 Reporting child protection agencies

The Head / DSL/ Office/ Business manager will notify LADO 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.

5. First Aid

Under the **Health and Safety (First Aid) Regulations 1981**, each INOVA school must:

- Provide adequate first aid equipment, trained staff, and appropriate facilities.
- Base first aid provision on a site-specific risk assessment, considering both routine and higher-risk activities.

5.1 Emergency Care

At Tapton School Academy Trust, the health, safety, and well-being of all individuals across our sites are of paramount importance. In the event of a medical emergency, schools are committed to providing immediate, life-preserving medical treatment to all students, staff, visitors, and any other persons on site. This includes administering first aid and contacting emergency medical services without delay. Staff are trained to respond to emergencies, and appropriate medical supplies are maintained on-site to support timely intervention. Our priority is to ensure that every individual receives the necessary care to preserve life until professional medical assistance arrives.

5.2 Provision

Each school must:

- Maintain a suitable number of trained staff, as per HSE guidance:
    - 1 First Aid at Work (3-day) per 100 people on site.
    - 1 Emergency First Aid at Work (1-day) per 50 staff in higher-risk areas (e.g. science, PE, kitchens).
- Keep First Aid boxes stocked and accessible, with regular checks.
- Record and monitor staff qualifications and refresher training.

Early Years Foundation Stage (EYFS)

When EYFS children are present:

- At least one person with current Paediatric First Aid (PFA) must be on site at all times and accompany children on trips.
- PFA certificates must be renewed every 3 years.

5.3 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

The documentation that applies when dealing with medical needs includes the following which are available on school SharePoint.:

Document
Managing Medicines Policy
Pupils individual care plans
Consent Forms

There may be a requirement to administer medicine or for a member of staff to have specific medical training such as Epilepsy or Catheter training. Details are in the Medical Conditions Policy, available on SharePoint.

6. Educational Visits and Events

INOVA is committed to ensuring that all school-led activities, whether on or off site, are safe, inclusive, and properly risk assessed. This includes both educational visits and school events such as productions, fetes, sports days, exhibitions, and fundraising activities.

Schools can reference the 'School Events and Educational Visits' policy (available on SharePoint) and consult with the Trust Health & Safety Manager for additional guidance or approval, especially where a visit or event has not been conducted before and staff need support with the production of risk assessments.

6.1 Visits

All INOVA schools must follow Local Authority and national guidance for off-site activities and educational visits.

Each school must:

- Appoint a trained Educational Visits Co-ordinator (EVC).
- Complete and record risk assessments for all trips, including residentials and overseas visits.
- Secure governor approval for high-risk visits (e.g. residential or international).
- Use the EVOLVE online system to manage visit planning and documentation.

The EVC and Headteacher/Head of School/Business Managers are responsible for:

- Ensuring leaders are competent and trained.
- Supporting staff with risk assessments and planning.
- Monitoring post-visit evaluations.
- Keeping staff updated on visit procedures and training.

6.2 Events

School Events

All events organised by or hosted on school premises must be:

- Planned in advance using a suitable and proportionate risk assessment. Using the following link: RA-HS-TemplateRiskAssessment_V1.0.docx
- Approved by the Headteacher or delegated senior leader before proceeding.
- Compliant with any insurance, safeguarding, first aid, and fire safety requirements.

Event organisers must:

- Identify key risks such as crowd management, equipment uses, vehicle access, food hygiene, and pupil supervision.
- Ensure appropriate controls are in place, including trained first aiders and fire wardens where required.
- Consider the needs of vulnerable groups (e.g. pupils with SEND, visitors with mobility issues).

Where events involve external providers or contractors, they must:

- Provide their own risk assessments and insurance documentation.
- Be clearly briefed on the school's safety procedures and safeguarding expectations.

All event documentation must be retained as part of the site's local safety records.

7. Fire

Under the **Regulatory Reform (Fire Safety) Order 2005**, each INOVA school must:

- Maintain an up-to-date Fire Risk Assessment, reviewed regularly, as per the risk assessment.
- Clearly signpost fire exits, assembly points, and emergency instructions.

- Conduct fire drills at least once per term.
- Test fire alarms weekly and maintain fire safety equipment (e.g. extinguishers, emergency lighting).
- Provide fire safety induction for new staff and regular refresher training annually.
- Have Personal Emergency Evacuation Plans (PEEPs) for individuals with mobility or other support needs.

Each school must keep local records of:

- The Fire Risk Assessment
- Fire drill logs and alarm tests
- Staff fire safety training records

Day-to-day responsibility for fire safety lies with the school's Facilities Manager and Business Manager, supported by trained Fire Wardens (and Building Supervisors and Office Managers, where applicable).

8. Site Compliance and Hazard Management

- **8.1 Permission and Permits to work**

A permission to work form is completed and approved for any work that is; intrusive to the structure of the building, the ground adjacent to building but within the school's boundary and/or makes alterations to existing mechanical, electrical, fire & life and water systems.

Competent individuals (Appendix 2) are responsible for reviewing associated RAMS, issuing permissions to the contractor and ensuring that the onsite Facilities Team are informed, of any such work.

The onsite Facilities Teams are then responsible for the management of contractors on site and the issuing of Permits to Work – which are issued for works relating to the following:

- Asbestos
- Breaking Lines
- Confined Spaces
- Electrical
- Excavation
- Hazardous Substances
- Hot Work
- Hydraulic Testing
- Lifting Equipment
- Lone Working
- Pneumatic Testing
- Working at Heights

8.2 Electricity

Under the **Electricity at Work Regulations 1989**, INOVA schools must ensure all electrical systems and equipment are safe, maintained, and regularly inspected.

Each school must:

- Visually check and maintain portable appliances (e.g. kettles, projectors).
- Arrange Portable Appliance Testing (PAT) at suitable intervals.
- Have the fixed electrical installation (e.g. sockets, wiring) inspected and tested by a competent electrician at least every 5 years.

Facilities Managers are responsible for:

- Keeping an up-to-date inventory and test records,
- Scheduling all statutory checks and repairs, and
- Ensuring staff know how to isolate the electrical supply in an emergency.

All electrical work must be carried out by a competent person.

8.3 Asbestos

Under the **Control of Asbestos Regulations 2012**, each INOVA school must:

- Maintain an up-to-date Asbestos Register, kept at the main school reception.
- Appoint a duty holder (usually the Headteacher) responsible for managing asbestos safely.
- Inform all contractors and relevant staff of the presence of any known or suspected asbestos before starting work.
- Ensure a Refurbishment & Demolition (R&D) survey is completed before any invasive building work.
- Arrange for removal of asbestos-containing materials (ACMs) by a licensed contractor where disturbance is likely.
- Monitor and review the condition of ACMs and update records accordingly.

Day-to-day duties may be delegated to trained facilities staff. All asbestos-related documentation must be kept up to date and readily available on site.

8.4 Gas

Under the **Gas Safety (Installation and Use) Regulations 1998**, each INOVA school must:

- Ensure all gas appliances (e.g. boilers, heaters, cookers) are inspected and serviced annually by a Gas Safe registered contractor.
- Keep up-to-date Gas Safety Certificates on file.
- Ensure only competent contractors carry out any gas work.

The Facilities Manager is responsible for:

- Scheduling testing, servicing, and repairs.
- Keeping gas safety records.

- Showing key staff how to isolate the gas supply in an emergency.

8.5 Legionella Management

- Each INOVA school must follow the **Approved Code of Practice (L8)** to control the risk of Legionnaires' disease.
- To comply, schools must:
- Have a legionella risk assessment and written scheme of control.
- Complete monthly checks (e.g. temperature testing, flushing of infrequently used outlets, showerhead cleaning).
- Commission an annual audit by a competent external contractor.
- Keep an up-to-date Legionella Logbook and survey report on site.
- The Trust Facilities Director is the Statutory Duty Holder, responsible for oversight.
- The Trust H&S Manager is the Responsible Person, ensuring actions from the risk assessment are implemented and documented.
- Staff conducting checks are trained every two years, with compliance records held locally.

8.6 COSHH Substances

Under the **Control of Substances Hazardous to Health Regulations 2002**, all INOVA schools must:

- Keep a current inventory of hazardous substances (e.g. cleaning products, science chemicals, art materials).
- Maintain up-to-date hazard data sheets and COSHH risk assessments for any activity involving hazardous materials.
- Ensure all substances are securely stored, clearly labelled, and kept out of reach of pupils.
- Provide Personal Protective Equipment (PPE) where required.

The Facilities Manager is responsible for:

- Maintaining records and risk assessments.
- Ensuring PPE is provided and used.
- Training staff in the safe storage, use, and disposal of substances.

All hazardous substance documentation must be readily available for staff and reviewed regularly.

9. Safe Working Practices

9.1 Lone Working

Lone working includes activities such as:

- Early/late or weekend working,

- Site visits,
- Working alone in offices, cleaning, or caretaking roles.

High-risk tasks (e.g. working at height) must not be carried out alone.

If lone working is necessary:

- A colleague must be informed of the worker's location and expected return.
- Staff must be medically fit to work alone.
- Tasks must be risk assessed and postponed if unsafe.

All staff must follow the Trust's Lone Working Policy, available on SharePoint.

Business Managers are responsible for ensuring staff are aware of it.

9.2 Working at height

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

In addition:

- The school 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
- Access to high levels, such as roofs, is only permitted by trained persons.

The Working at Height Policy is available to all staff on SharePoint. Business managers and facilities managers ensure this is communicated with all staff.

9.3 Manual handling

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

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

- Take the more direct route that is clear from obstruction and is as flat as possible

- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

The manual handling Policy is available to all staff on SharePoint. Business managers and facilities managers ensure this is communicated with all staff.

10. Infection Control and Managing Illness in Schools

All INOVA schools must follow current guidance from the **UK Health Security Agency (UKHSA)** and the **Department for Education (DfE)** to minimise the risk of infection spreading in educational settings.
See Appendix 1 for guidance on recommended periods of absence following confirmed cases of illness/disease

Key prevention measures include:

10.1 Good Hygiene Practice

- Frequent handwashing with soap and water, particularly after using the toilet and before eating.
- Respiratory hygiene: use tissues to catch coughs and sneezes, dispose of them in bins, and wash hands afterwards ("Catch it, Bin it, Kill it").
- Keep cuts covered with waterproof dressings.
- Encourage children not to spit or share water bottles.

10.2 Cleaning and Disinfection

- Frequently touched surfaces (e.g. door handles, shared equipment) should be cleaned regularly.
- Spillages of blood and body fluids must be cleaned immediately using appropriate PPE and disinfectants.

10.3 Managing Symptoms and Illness

- Pupils or staff with signs of infection (e.g. diarrhoea, vomiting, fever, rashes) should stay home and follow UKHSA exclusion periods (e.g. 48 hours after last diarrhoea/vomiting episode).
- Parents/carers should be informed promptly if a child becomes unwell at school

10.4 Support for Vulnerable Pupils

- Additional precautions will be taken for pupils with known weakened immune systems.
- Where needed, schools will liaise with healthcare providers and families for appropriate infection risk planning

10.5 PPE and Waste

- Staff should use PPE (gloves, aprons) when dealing with bodily fluids or cleaning.
- Clinical waste (e.g. soiled dressings, nappies) must be disposed of in line with local procedures

10.6 Outbreaks

- In the event of a suspected outbreak (e.g. multiple linked cases of illness), schools will seek guidance from local health protection teams and act accordingly.
- Any pandemic-related advice will be followed based on the most current government guidance at the time.

11. New and expectant mothers

Under the **Management of Health and Safety at Work Regulations 1999**, INOVA schools must:

- Carry out a specific risk assessment for any employee or pupil who notifies the school they are pregnant, recently given birth, or breastfeeding.
- Take appropriate measures to control identified risks (e.g. manual handling, exposure to illness, working conditions).
- Regularly review and update the risk assessment as the pregnancy progresses or if conditions change.

Templates and guidance are available on SharePoint.

11.1 Infection Risks

Some infections (e.g. chickenpox, measles, rubella, slapped cheek) can pose a risk during pregnancy. If a pregnant individual is exposed:

- They should inform their GP or antenatal care provider immediately.
- Schools should support prompt risk communication and provide relevant information.

11.2 Responsibility

The Headteacher/Head of School or line manager is responsible for:

- Ensuring timely risk assessments are completed,
- Implementing necessary adjustments,
- Consulting with the individual throughout the pregnancy.

12. Learning-based Safety

INOVA is committed to delivering a safe and engaging learning environment across all curriculum and work-based learning activities. This includes practical lessons, specialist subjects, and external placements. The Trust places high priority on reducing incidents arising from learning activities through effective risk assessment, staff competence, and ongoing oversight.

12.1 Curriculum Safety

Under the **Health and Safety at Work etc. Act 1974** and **Management of Health and Safety at Work Regulations 1999**, all practical and subject-based activities must be risk assessed.

Schools must:

- Complete and review risk assessments for subjects involving physical, technical, or hazardous tasks (e.g. science, PE, design and technology, art).
- Follow specialist national guidance such as CLEAPSS (Science, D&T), AfPE (PE), and DATA (Design & Technology).
- Ensure staff are trained and competent for high-risk curriculum activities (e.g. Trampoline Coaching, RPS duties, machinery use).

The Headteacher is responsible for:

- Ensuring risk assessments are in place and regularly updated.
- Ensuring relevant training is completed and logged.

12.2 Work Experience

In line with DfE guidance and health and safety law:

- All work experience placements must be vetted by a competent person.
- A risk assessment must be completed and shared with parents/carers and students.
- Placement providers must meet the Trust's expectations for student safety.

The Work Experience Co-ordinator is responsible for:

- Coordinating communication between students, parents, and placement providers.
- Ensuring appropriate monitoring visits take place.

13. Staff Wellbeing and Work-related Stress

INOVA is committed to supporting the mental and physical wellbeing of all staff. We recognise that work-related stress is a health and safety issue and aim to prevent and reduce it through a proactive, supportive approach.

Under the **Health and Safety at Work etc. Act 1974** and **HSE Stress Management Standards**, each school must:

- Assess risks to staff wellbeing as part of its overall health and safety responsibilities.
- Carry out and review a stress risk assessment, involving staff where appropriate.
- Identify and address common pressure points (e.g. workload, role clarity, change, relationships).
- Take reasonable steps to prevent stress-related illness and support recovery where needed.

The Trust Wellbeing Policy outlines key commitments including:

- Promoting work-life balance and flexible working where possible.
- Providing access to Occupational Health, counselling, and supervision.
- Supporting open dialogue through line management, annual wellbeing surveys, and structured feedback.
- Ensuring issues such as bullying or harassment are addressed promptly and respectfully in line with HR policies.

13.1 Responsibilities

- Headteachers/Heads of School and line managers are responsible for implementing local wellbeing actions, identifying concerns early, and signposting staff to appropriate support.
- Trust Board and Executive Team: responsible for monitoring wellbeing trends and ensuring this policy is implemented consistently across all settings.

Staff are encouraged to speak to their line manager, Headteacher, or Business Manager if they are experiencing work-related stress or wellbeing concerns.

The full Wellbeing Policy and linked HR documents are available on SharePoint.

Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot, and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (Verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).

Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics, and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school, and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.

Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 2. Competent Individuals

Reference in the policy to "competent individuals" refers to all people named in the table below. The information is correct as of 1 July 2025.

Name	Role	Qualification	Contact
Tommie Barker	Facilities and Estates Director	NEBOSH IOSH	tbarker@inovamat.org Mobile 07983126692
Tom Astle	Trust Health and Safety Manager	IOSH	tastle@inovamat.org Mobile 07542600542

Appendix 3 – Previous version control information

Version	Section	Amendments	Date	Author
1		New policy based on Tapton School policy and updated for latest Legal and HSE updates		
2	COVID – 19	Additional information regarding the COVID procedures the Trust has put in place with links to further information	Aug 2021	Operations Director
3	Maternity Risk Assessment Misuse of equipment / general conduct	Added link to the updated Maternity Risk assessment Added information regarding general conduct in the workplace	Jul 2022	Operations Director
4	Legislation	Added the legislation that the policy is based upon.	Jul 2023	Operations Director
5	Accidents	Added and expanded section regarding work related injuries, Occupational Diseases, 'Near Miss' events & regulations around visitors and reporting of incidents.	Jul 2023	Operations Director

6	Accidents	Added link to OFSTED page for reporting EYFS serious accidents	Jul 2023	Operations Director