



# Health and Safety Policy

Policy owner:	Trust Estates Lead
Approved by:	Finance and Resources Committee
Ratified by:	Trust Board
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## 1. STATEMENT OF INTENT

The Coastal Collaborative Trust recognises its legal responsibility and duty to protect the health and safety of its employees, students and others affected by the Trust's activities. The Trust commits to achieving this, as far as is reasonably practicable, through the following objectives:

- To provide a safe and healthy working environment
- To clearly define roles and responsibilities across the organisation

- To adequately minimise and manage risks associated with the Trust's operation and activities
- To provide employees with the training and knowledge to support safe working practices
- To engage and involve employees so that they understand that the health and safety of themselves and others is everyone's responsibility
- To consult with trade union representatives on matters of this policy
- To provide safe arrangements for emergency situations including fire evacuation and lockdown
- To comply with relevant legislation.

Signed on behalf of the Coastal Collaborative Trust (CCT):

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Iain Siddall  
Trust Leader  
Date

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Nadine Galloway  
Chair of Trustees  
Date

## 2. LEGISLATION

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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 require employers to control substances that are hazardous to health
- [The Control of Asbestos Regulation 2012](#), which requires the duty holder to protect people from the risks of exposure to asbestos
- [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 trust and its academies follow [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.

## 3. RESPONSIBILITIES

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### 3.1 Organisation

The Coastal Collaborative Trust is a multi-academy trust comprising:

- Hodgson Academy
- The Blackpool Sixth Form College
- Lytham St Anne's High School
- McKee College House
- Chadwick High School

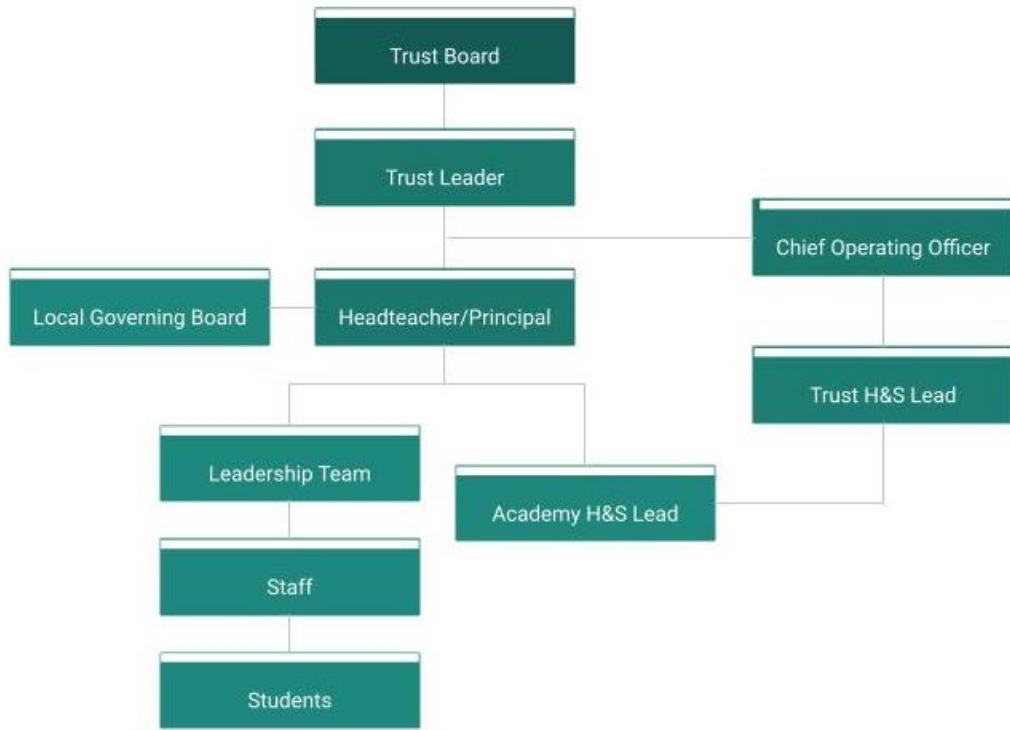
Overall responsibility for health and safety lies with the Trust Board which delegates responsibility through the Scheme of Delegation to the Trust Executive Leadership Team and Headteacher/Principal of each academy.

At Trust level, a H&S lead provides guidance and support to ensure relevant legislation and Trust policies are adhered to. The Trust H&S Lead carries out regular checks and audits within each academy and produces action plans which are reported to the Chief Operating Officer (COO) and subsequently, the Trust Board.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher/Principal at each academy.

The overall responsibility for health and safety rests at the highest level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work within CCT. The following section allocates responsibilities and provides a clear understanding of individuals' areas of accountability within CCT.

### 3.2 Health and Safety Organisation Chart



**3.3 The Trust Board** has accountability for health and safety matters in the Trust but will delegate day-to-day responsibility to the Trust Leader. A Lead H&S Trustee will be appointed to have an oversight of H&S across the Trust. The Trust Board shall ensure, so far as is reasonably practicable:

- A Health and Safety policy is implemented
- Compliance with all legal requirements
- 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
- Exercise reasonable care and skill, using personal knowledge and experience to ensure the trust is well run and efficient.

**3.4 The Trust Leader** has overall delegated responsibility for ensuring the Trust meets its statutory obligations and that effective arrangements for the management of health and safety are put in place. The Trust Leader shall:

- Be supported by members of the trust Executive Leadership Team (ELT) and Trust H&S Lead.
- Direct and support leaders, as far as is reasonably practicable, with all legal requirements as required by the Trust Board
- Specify management controls and reporting requirements including health and safety audits of each academy, and support headteachers/principals in identifying and delivering appropriate training and support
- Report to the Trust Board and provide strategic support to organisational leads across the trust estate
- Positively promote health and safety at every opportunity with the vision that it is “business as usual”
- Ensure the policy is reviewed and updated in a timely manner

**3.5 The Chief Operating Officer** will oversee the operational management and maintenance of the estates under the control of the Trust. The COO has responsibility for managing health and safety arrangements in relation to buildings and grounds including buildings works, contract management, maintenance and compliance in areas such as fire protection, asbestos management, electrical installation and control of legionella. The COO shall:

- Ensure sufficient resources are allocated to meet statutory procedures and standards for health and safety in each academy
- Consider health and safety at a strategic level and ensure there is provision for contingencies in respect of health and safety
- Ensure health and safety is a key consideration when planning any construction projects including alterations to existing buildings
- Ensure there is a programme of compliance servicing and inspection of workplaces including the provision of record keeping
- Ensure appropriate arrangements are in place for timely H&S reporting to Local Governing and Trust Boards
- Positively promote health and safety at every opportunity with the vision that it is “business as usual”.

**3.6 The Trust H&S Lead** will support the COO and others within the trust in relation to H&S management. The Trust H&S Lead shall:

- Work with the COO and Trust ELT on a comprehensive, Trust-wide strategic approach to health and safety
- Identify and develop Trust-wide and academy policies and procedures to help manage and mitigate health safety risks and meet legislative requirements
- Support senior leadership within the Trust and academies in ensuring emergency procedures meet that required by legislation including fire, first aid and security.
- Advise on technical matters and support the development of policy and risk assessments
- Carry out annual health and safety audits, offering support and challenge so that the Trust Board can be assured that each organisation within the trust is meeting required standards
- Develop and deliver staff training
- Positively promote health and safety at every opportunity with the vision that it is “business as usual”.

**3.7 The Board of Trustees** has oversight for health and safety matters across the Trust. The Board of Trustees through the governance process should hold the Trust and its Executive Leadership Team to account for:

- The health, safety, and welfare of all staff and students, including offsite visits
- The health and safety of visitors, contractors and volunteers
- That leaders across the Trust keep health and safety as a high priority in all activities and operations.

**3.8 Headteacher/Principal** is responsible for the day-to-day management of their academy and assumes overall responsibility for health and safety matters. The Headteacher/Principal shall so far as is reasonably practicable, ensure that:

- The Health & Safety Policy is appropriately implemented and adhered to, and all staff understand their health and safety duties and responsibilities as reflected in their job description
- Adequate resources are allocated to facilitate healthy and safe working practices and robust risk management measures
- All employees, students and visitors receive adequate information, training, and supervision to enable safe practices, both within the academy and on trips

- Appropriate emergency procedures are in place and arrangements reviewed on a regular basis including ensuring an adequate number of qualified first aiders
- Accidents, near misses and violent incidents are recorded, reported and investigated as necessary
- In the event of a major injury the Local Governing Board Chair and Trust Leader are informed
- Records are kept of cases of reported contagious diseases and shared with staff, students, Local Committee and Public Health as appropriate
- A suitable and sufficient fire risk assessment is carried out, updated, and reviewed at least annually, with support from a third-party specialist every three years, or sooner where there has been significant change.
- Fire safety arrangements meet the requirements of The Regulatory Reform (Fire Safety) Order 2005 and fire evacuations are rehearsed at least once per term
- Adequate welfare facilities are provided for staff, visitors and students
- The academy complies with all statutory safety inspections
- There is consultation as appropriate with recognised trade unions through the trust JCNC and staff consultative committees or equivalent, on local matters of health, safety, and welfare
- In the absence of the Headteacher, health and safety duties are delegated as appropriate
- There is a regular appraisal of the academy's health and safety performance through reports to the Trust Board
- Any serious matters of concern regarding health and safety are reported to the Trust Leader, Local Governing Board and Trust Board.
- Take a personal interest in matters relating to health and safety
- Provide leadership and promote a positive culture of health and safety at every opportunity with the vision that it is "business as usual"

**3.9 The Academy H&S Lead** is normally the Business, Site or Estate Manager but specific duties may be allocated to other staff depending on the staff structure. There should be a clear structure of delegated responsibility for managing health and safety at the Academy. The Academy H&S Lead (or designated staff) shall:

- Ensure all machinery, appliances and equipment conforms to an approved standard, is used in the manner for which it was designed and is appropriately examined, tested, and maintained
- Only allow approved chemicals and substances to be used in the academy, appropriate safety information and risk assessments are available to the user and protective clothing is provided for staff and students as appropriate and worn when necessary
- Maintain an adequate number of qualified first aiders and first aid equipment is regularly checked and re-stocked after use
- Record and report accidents, near misses and violent incidents and complete investigations as necessary, taking advice when needed
- Ensure a suitable and sufficient fire risk assessment is carried out, updated, and reviewed at least annually, with support from a third-party specialist every three years, or sooner where there has been significant change
- Fire procedures are planned and rehearsed at least once per term
- Fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005
- Contractors report to a designated person before work commences and receive adequate induction to allow them to carry out their work safely
- Ensure all academy and trust policies and procedures in relation to H&S are followed

- Positively promote health and safety at every opportunity with the vision that it is “business as usual”.

**3.10 All colleagues with management responsibilities** are responsible for the day-to-day operation of their areas and shall so far as is reasonably practicable, ensure that:

- The Health and Safety Policy is always implemented and adhered to
- All members of their team know, understand, and accept their health and safety duties and responsibilities and that these are reflected in job descriptions
- Risk assessments and other health and safety records are kept accurate and up to date and reviewed at least annually and shared with colleagues within their department
- Supervision and risk assessments of young workers and trainees are in place and reviewed as appropriate
- Adequate resources are allocated to facilitate healthy and safe working and teaching practices
- All colleagues, students and visitors receive adequate information, instruction, training, and supervision
- All machinery, appliances and equipment purchased for the department conforms to an approved standard, is used in the manner for which it was designed and is adequately periodically examined, tested, and maintained
- Only approved chemicals and substances are used, with appropriate safety information and risk assessment available to the user, suitable protective clothing provided and worn when necessary
- All accidents, near misses and violent incidents are recorded and reported
- Contractors report to a designated person before work commences to ascertain work details and agree safety procedures and receive appropriate induction
- They and their team undertake health and safety training as required
- Audits are supported and recommended actions are addressed promptly, reporting any significant outstanding actions to senior leaders via the Academy H&S Lead
- They share and document regular feedback and information on health and safety matters with colleagues, for example, risk assessment reviews, classroom checklists or whole academy focus areas
- Any matters of concern about health and safety are reported to the Academy H&S Lead.
- Provide leadership and promote a positive culture of health and safety at every opportunity with the vision that it is “business as usual”.

**3.11 All Staff (incl. temporary staff)** so far as is reasonably practicable ensure that:

- They are fully aware of their health and safety responsibilities in keeping themselves and others safe, as defined in their job description and through the understanding of all relevant risk assessments, seeking clarification if unclear
- Trust and academy policies are always implemented
- All activities are carried out in a safe and healthy manner
- All equipment is safe and presents no risk to health, and defects are reported immediately to the appropriate colleague, e.g. Site Manager, Business Manager, Headteacher, so that issues can be resolved promptly
- All students understand the fire procedures and are evacuated safely in the event of drill or emergency
- In the case of an injury, they will arrange for suitable first aid treatment, carry out appropriate investigation and fill in an accident form
- Playground and outdoor activities are supervised as appropriate, and any violent behaviour is stopped and recorded / reported as appropriate

- Students are adequately supervised at all times
- There is adequate provision for dealing with injuries and other emergencies during trips and sports fixtures
- Whilst transporting students by car, appropriate restraints are worn and guidance from trust/academy policy, including the Educational Visits Policy (as appropriate), is followed
- When undertaking educational visits, there is, or has been, sufficient research, planning, risk assessment and supervision
- Students do not bring into the academy any potentially dangerous article or hazardous substance
- They co-operate with senior leaders on all aspects of health, safety, and welfare and follow policy and instruction relating to emergency situations or security arrangements
- They undertake risk assessments for all activities with significant risks and communicate this information to those affected by the risks
- Be vigilant in all matters of health and safety, including in communal and outdoor areas, and report any hazards or concerns to the Academy H&S Lead.

### **3.12 Local Trade Union Representatives**

- Where an academy has local trade union representation, members may request agenda items about health and safety risks and ask the headteacher/principal about specific local health and safety arrangements which affect workers.

### **3.13 Students must:**

- Comply with all academy policies, guidance and rules intended to keep them and others safe
- Co-operate on all matters of health and safety
- Not interfere with anything provided to safeguard health and safety
- Take reasonable care of their own and others' health and safety
- Report all health and safety concerns to a teacher or other member of staff.

## **4. OPERATIONAL ARRANGEMENTS: SITE**

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### **4.1 Plant and Equipment**

- The Site Manager, Business Manager or equivalent must ensure that statutory maintenance checks are carried out on all plant and equipment and keep accurate, up to date records
- Site Managers will be responsible for ensuring maintenance procedures and records are up to date and in accordance with manufacturer's instructions
- Any problems with plant / equipment must be reported to the Site Manager and the item taken out of commission until the issue is resolved
- Budget holders must be satisfied that new plant and equipment meets health and safety standards before purchases are made
- All equipment is labelled as appropriate and stored in suitable containers and area
- Lifts are subject to regular checks in accordance with Lift Operating and Lifting Equipment Regulations (LOLER) 1998.

### **4.2 Premises Fire Safety**

- Headteachers/Principals (along with H&S Leads/designated staff) are responsible as far as is reasonably practicable for the building, ensuring that an external fire risk assessment is undertaken at least every 3 years and actions implemented. Fire risk assessments should be reviewed annually.

- Alarms must be checked at least annually by the designated contractor and there must be weekly fire alarm test
- Fire extinguishers must be checked at least annually by the academy designated contractor
- The Trust Fire Safety Policy provides further details.

#### **4.3 Gas Safety**

- Qualified contractor details must be recorded on the Approved Contractor list. For gas, this must be a Gas Safe registered engineer
- Installation, maintenance and repair of gas appliances and fittings will be carried out by a qualified contractor
- Gas pipework, appliances and flues will be regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation
- Any gas safety concerns must be addressed with appropriate urgency.

#### **4.4 Electrical Safety**

- Qualified contractor details must be recorded on the Approved Contractor list
- Installation, maintenance and repair of electrical appliances and fittings will be carried out by a qualified contractor
- Portable Appliance Testing (PAT) will take place on an annual cycle
- Fixed wiring is inspected and tested at intervals determined by the qualified contractor but at least every 5 years
- No unauthorised electrical equipment is to be used, and where appropriate, residual current devices should be used with all electrical equipment
- Electrical faults and hazards are reported to the Site Manager / Business Manager and taken out of commission until the issue is resolved.

#### **4.5 Asbestos**

- A current asbestos survey must be available at all sites completed by a licenced contractor and all evidence, including photographic, must be recorded on the academies Asbestos Management Plan (AMP) which forms part of the nominated staff member's statutory checks (e.g. Site Manager)
- Asbestos must be assumed to be present unless proven otherwise by a detailed survey
- Where asbestos has been identified, a decision must be made as to whether it should be removed
- If the asbestos is not deemed to be a risk due to its location and/or condition, its management will come under the AMP
- If any damage or flaking is identified to an asbestos containing material it must be reported immediately to the relevant colleague, e.g., Site Manager, Business Manager, Headteacher
- Asbestos is not deemed to be a risk when it is undisturbed. As such, staff must only use allocated noticeboards for displays and must never affix anything directly to walls or ceilings
- Contractors must be provided with the Asbestos Register showing details of known and assumed asbestos locations before commencing any works.

#### **4.6 Water/Legionella**

- Qualified contractor details must be recorded on the Approved Contractor list
- Legionella surveys/water risk assessments must be undertaken at all sites by a qualified contractor, these should be current and reviewed as needed. Each visit must be recorded and recommended actions must be addressed promptly unless there is a valid reason not to do so (this must also be recorded)
- A responsible person, e.g., Site Manager/Contractor must carry out weekly and monthly checks of water service temperatures and maintain local records for inspection at any time

- Other checks (bi-annual/annual) will be carried out by a qualified contractor as part of each academy's third party contractor arrangements and records must be available for inspection at any time
- To prevent scalding, water temperatures should be no higher than 43oC.

#### **4.7 Reinforced autoclaved aerated concrete (RAAC)**

- With the COO and Trust H&S Lead, each academy should establish whether buildings contain RAAC and then take steps to manage and control risk
- Where buildings contain RAAC, specialist advice will be sought to assess and develop a management plan to control risk.

#### **4.8 Safe Handling and Use of Substances**

- Designated staff, i.e., departmental leaders, science teachers, technicians and site staff, will be responsible for identifying and carrying out assessments on all COSHH (Control of Substances Hazardous to Health) substances
- Managers are responsible for ensuring that actions identified in the assessments are implemented, including details of storage and the protection of students
- The use of chemicals for teaching will be done in accordance with guidance from the CLEAPSS advisory service
- Departmental managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- Budget holders will check that substances being ordered are fit for purpose and can be used safely before they are purchased
- Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner
- Any hazardous products will be disposed of in accordance with specific disposal procedures.

## **5. OPERATIONAL ARRANGEMENTS: ACADEMY**

#### **5.1 Accidents, Incidents (including near misses), First Aid and Medical Conditions**

- First aid provision at academies will meet the requirements of The Health and Safety (First-Aid) Regulations 1981
- First aiders must be listed in each staff room and/or prominent places and first aid box and defibrillator locations should be made known to staff
- There will always be at least one first aider on academy trips and visits
- Staff administering medication in an emergency must be fully trained to do so or be administering under the guidance of a professional (e.g. emergency service)
- All accidents, incidents, violent incidents and cases of work-related ill health are to be recorded
- If the accident or incident falls under [RIDDOR](#), the information will be reported to the Health and Safety Executive. The Academy H&S Lead is responsible for RIDDOR reporting and will take advice from the COO or Trust H&S Lead and refer any accident considered as reportable to the Headteacher. Ensure reporting follows the HSE guidance [Incident Reporting in Schools](#)
- Accidents should be investigated depending on the potential consequences and the likelihood of the accident / incident recurring

- The Headteacher/Principal or COO will be the arbiter of which accidents should be reported under RIDDOR and follow HSE accident investigation guidance. Where necessary, advice will be sought from the Trust H&S Lead.

## 5.2 Fire Safety Arrangements

- The Headteacher/Principal is responsible for ensuring appropriate fire safety procedures are in place and that staff roles are defined, well understood and appropriate training has taken place
- Escape routes and exits must be checked by all staff throughout their daily operations, and by site staff as part of their building duties
- Emergency evacuation drills are carried out termly and records kept accessible for inspection
- Lessons learned from drills are reviewed and acted upon in a timely manner.

## 5.3 Educational Visits / Extra Curricular Activities

- The Headteacher/Principal is responsible for ensuring that the Educational Visits Policy is followed
- The Educational Visits Co-ordinator (EVC) or equivalent is responsible for overseeing the management of the trip, being satisfied that appropriate health and safety and risk management measures are in place, including supervision ratios, which are determined as part of the risk assessment
- Vehicles used to transport students must contain appropriate seat belts and be fully compliant / roadworthy.

## 5.4 Minibus (refer to the CCT minibus policy for further details)

- All academies operating a minibus must ensure hazards are managed through appropriate risk assessments and procedures
- Minibus drivers are trained and authorised in accordance with the CCT minibus policy
- Vehicles are maintained in a roadworthy condition and various safety checks are completed.

## 5.5 Movement of Vehicles

- Staff and visitors should only park their vehicles in designated car parking spaces
- Speed restrictions and appropriate signage must be displayed to protect pedestrians and other vehicle users
- Where possible, vehicular movement on academy sites should be restricted at peak student movement times and vehicle pedestrian segregation should be in place.

## 5.6 Security

- The Headteacher/Principal is responsible for ensuring appropriate procedures are in place to satisfy the requirements of the Terrorism (Protection of Premises) Act 2025. Suitable procedures must include:
  - evacuation (to get people out of the premises)
  - invacuation (to move people to a safe place)
  - lockdown (to secure premises against attackers)
  - communication (to alert people on premises to the danger)
- It is recommended that an annual lockdown/invacuation drill is carried out, with records kept accessible for inspection

- The security of the academy is maintained by reception staff supported by site staff and senior colleagues
- Academy sites are kept as secure as is practicably possible through secure gate and door entry, clear signposting, CCTV and lighting.

### **5.7 Staff Wellbeing**

- All staff have access to a confidential wellbeing service and an occupational health advisory service through the Employee Assistance Programme
- Any individual suffering from work related stress should speak with their line manager or a member of the People Team

### **5.8 Violence, Behaviour, Bullying and Harassment**

- Efforts will be made to train all staff in how to handle violent and aggressive situations
- Staff taking students offsite must take a mobile phone in case of emergency
- Where there is a perceived increased risk of violence or aggression, staff must consider additional resources such as doubling up on duty cover
- Academies will address poor behaviour, bullying and harassment involving students by following academy and trust policy, including monitoring and recording behaviour instances and referring to pastoral and / or senior colleagues as appropriate.

### **5.9 Lone Working**

- Lone working will generally be managed at academy level, with a risk assessment outlining control measures. Risk assessments include access to first aid, manual handling, violence, medical suitability of the employee to work alone, training and level of experience. Lone workers should themselves be involved in the risk assessment process
- HSE guidance on protecting lone workers will be followed when assessing the academy's lone working risks
- Academies must not put lone workers at a greater risk than other workers
- Communication / keeping in touch methods and procedures must be in place for all lone workers
- Working from home is classed as lone working and should be covered by a general risk assessment; similarly, arrangements for periods of academy closure or weekend working should be risk assessed
- If any employee has a health condition which requires additional interventions or adjustments, these will be considered on an individual basis including those required by the Equality Act 2010.

### **5.10 Infection Control**

- To prevent general spread of infection, best practice guidance will be followed for staff, and for students in an age-appropriate way through curriculum, assemblies and other communications
- Staff and students who are deemed to be at greater risk e.g., pregnant employees or those with specific medical conditions will have their activities assessed. Students are identified by teaching and pastoral staff and employees and should contact HR for specific arrangements
- Food safety standards will be adhered to by catering facilities
- COSHH standards will be applied to employees who through their line of work are exposed to infectious micro-organisms
- Public Health England and/or Department for Education advice and guidance will be followed in the event of a pandemic or other national concern for infection control
- The academy will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance

- Staff and students are encouraged to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE) including:
  - Disposable non-powdered vinyl or latex-free CE-marked gloves
  - disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
  - Goggles if there is a risk of splashing to the face
- Equipment and rooms will be cleaned regularly, touchpoints are cleaned more frequently as needed.
- Spillage kits to be available for blood and other body fluid spills
- Rooms or areas with poor ventilation will be risk assessed and measures put in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation
- Domestic and clinical waste are separated and clinical waste removed by a registered waste contractor
- Should staff or students come into contact with animals the [HSE guidance](#) on good hygiene practices should be followed.

### **5.11 Manual Handling**

- Risk assessments must be in place for manual handling these should be reviewed at least annually and communicated with the staff involved
- It is up to individuals to determine whether they are fit to lift or move equipment and furniture and ask for assistance if required, following manual handling procedures
- Mechanical aids and lifting equipment will be made available, and staff trained in how to use them safely
- Staff training will be made available to anyone required to carry out manual handling.

### **5.12 Working at Height**

- Risk assessments must be in place for working at height and these should be reviewed at least annually and communicated with the staff involved
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, must be risk assessed and is only permitted by trained persons
- Students are prohibited from using ladders and ladders must be removed or made secure if left unattended.

### **5.13 PE Equipment**

- Students are taught how to carry out and set up PE equipment safely and efficiently and staff check that equipment is set up safely
- PE equipment must be serviced in accordance with manufacturer and industry guidance
- Concerns around the condition of flooring or fixed equipment must be reported to the relevant member of staff, e.g., head of department or site team
- Risk assessments are in place for PE activities and reviewed annually.

### **5.14 Display Screen Equipment**

- Staff who use computers and other display screen equipment (DSE) as a significant part of their role receive training and complete a DSE risk assessment
- Additional checks are carried out for pregnant women and where medical conditions or occupational health assessments recommend.

## **5.15 New and expectant mothers**

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

## **5.16 Persons with Disabilities**

- Employees with health conditions which may require reasonable adjustments are addressed on an individual basis in line with the Equality Act 2010
- Personal emergency evacuation plans (PEEPs) are drawn up on an individual basis according to need.

## **5.17 Smoking and Vaping**

- Smoking is not permitted anywhere on academy premises
- Vaping is treated as smoking and not permitted anywhere on academy premises

# **6. MONITORING AND TRAINING**

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## **6.1 Health and Safety Law Poster**

- The Health and Safety Law poster should be displayed in a prominent position.

## **6.2 Risk Monitoring**

- The operational health and safety lead for each area of the trust differs, but in academies this will generally be included within the Business Manager or Site Manager job role
- Health and safety risks are managed through the production and monitoring of risk assessments, written and reviewed by colleagues across the trust according to roles, responsibility and job descriptions. All risk assessments must be reviewed at least annually and updated as such on the risk register which is held by the academy H&S Lead
- Personalised risk assessments are recorded separately in conjunction with HR to ensure confidentiality is maintained. This information must be protected by either password or restricted access, based on the sensitivity of individual circumstances and risks and, for staff, approval of whom the information may be shared with
- All those at risk of any activity, as detailed in the risk assessment, must be made aware of the risks and control measures
- Colleagues working at locations under the control of other employers must ensure they are given relevant health and safety information.

## **6.3 Training**

- Health and safety training is included in the induction of all new employees

- An annual review of all risk assessments and the associated communication to relevant colleagues ensures that knowledge of health and safety requirements across all staff is kept current
- Each academy will have a standardised training matrix for health and safety which summarises mandatory and optional training requirements and helps to easily identify gaps and renewals. The matrix is maintained by business managers or academy H&S lead
- Job specific training will be provided. Examples of specific jobs which may require additional training are:
  - Educational Visits Coordinator (EVC)
  - Business Manager
  - Academy H&S Lead
  - Heads of Department and teachers of practical subjects
  - Site Manager, site team and caretakers
  - Technicians
  - Designated First Aiders
  - Minibus drivers
- Training records are kept by the People Team or equivalent and are saved to staff and central files
- Training must be identified, arranged, and monitored by line managers supported by the People Team

#### **6.4 Monitoring**

- To check working conditions and ensure our safe working practices and policies are being followed the following monitoring takes place:
  - Managers and Heads of Department will conduct an annual self-audit facilitated by the Academy Health and Safety Lead
  - The Trust H&S Lead will conduct health and safety inspections at each academy on a termly basis and complete a full audit annually
  - The Headteacher or their nominee will liaise with their HR representative to investigate work-related causes of sickness absence and will act on findings to prevent recurrence

## **7. THIRD PARTIES ON SITE**

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### **7.1 Visitors**

- Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit
- All visitors must report to the main reception, where they will be issued with a visitor's badge / lanyard to be worn for the duration of the visit
- Basic health and safety and safeguarding information are given to visitors when they sign in
- On departure, visitors must sign-out and return their visitor's badge / lanyard to reception
- The majority of visitors will be accompanied by a member of staff, however where DBS clearance has been verified, they may be permitted to be unaccompanied for the duration of their visit.

### **7.2 Contractors and Safety**

- New contractors must be added to the Approved Contractor Register, with evidence of relevant certification (e.g. gas safety) insurance details, qualification checks where appropriate and company safety information

- Contractors are selected based on proof of competence
- All contractors are required to read and sign the academy's contractors rules/induction before work commences. The information provided must include safeguarding, asbestos, permit to work (inc. hot works), working at height, work on electrical systems, academy emergency procedures and other information as required
- Contractors must sign the Asbestos Register, when appropriate, where intrusive works are being carried out
- All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit
- Contractors' equipment must not be left unattended, and their activities must not present a hazard to others
- The Site Manager or similar is responsible for monitoring contractor activities whilst on site.
- For major works, contractors are required to attend a pre-start meeting with the Headteacher's nominee / Site Manager and any other relevant personnel for health and safety and safeguarding

### **7.3 Lettings and Other Third Party Use**

- Health and safety arrangements including escape routes and alarm call points must be communicated to external group representatives by the provider (i.e. the academy or the lettings company) before the activity takes place
- Extra-curricular groups using academy premises must be informed of health, safety and safeguarding rules
- Third parties must comply with the academy lettings procedures which may include providing their own risk assessments, insurance documentation and safeguarding information before use
- Where an academy uses a lettings company, the lettings company is responsible for carrying out their own risk assessments, first aid and implementing appropriate control measures to reduce risk.

## **8. REVIEW**

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- This policy will be reviewed every two years. At every review, the policy will be approved by the Trust Leader and the Trust Board.