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TABLE OF CONTENTS

1. INTRODUCTION	3
2. PURPOSE.....	3
3. SCOPE	3
4. ROLES AND RESPONSIBILITIES OF THE KEY STAKEHOLDERS.....	3
5. ARRANGEMENTS FOR HEALTH AND SAFETY	6
APPENDIX A: HEALTH AND SAFETY POLICIES AND ASSOCIATED DOCUMENTS.....	19
APPENDIX B: HEALTH AND SAFETY TRAINING	20
APPENDIX C: ACCIDENT REPORTING	21
APPENDIX D: DSE WORKLIST ASSESSMENT CHECKLIST	26
APPENDIX E: RISK ASSESSMENT – DISPLAY SCREEN EQUIPMENT (DSE) RISK ASSESSMENT – ACADEMY:	28

1. INTRODUCTION

A MULTI-ACADEMY TRUST

The Place Partnership (the 'Trust') accepts its responsibility under the Health and Safety at Work Act 1974 and subordinate Health and Safety (H&S) legislation and acknowledges the importance of H&S management as a priority within the Trust.

The aim of the Health and Safety Policy is to ensure all legal duties and associated activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, pupils, visitors and any persons affected by the Trust's undertakings.

2. PURPOSE

The following statement sets out the health and safety objectives for the Trust with the aim of ensuring best practice in the management of health and safety across the Trust and all its sites.

The Place Partnership:

- Will take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- Will take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons and where necessary, external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to employees and pupils where applicable and appropriate.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety at each academy with academy leaders and responsible staff.

3. SCOPE

The Health and Safety Policy expects all employees to take reasonable care for their own health and safety and others that can be affected by their acts or omissions. Equally, they have a legal and moral obligation to cooperate with all procedures, equipment and guidance that is provided for their safety and that of others.

All visitors and contractors are equally bound by this policy and must be capable of demonstrating their compliance with the Trust's commitment to provide safe learning environments.

4. ROLES AND RESPONSIBILITIES OF THE KEY STAKEHOLDERS

BOARD OF TRUSTEES

The Board of Trustees has the over-arching legal responsibility as the employer in terms of health and safety legislation and legal duties. The Board are also responsible for ensuring the CEO discharges their duties as the overall person with responsibility for Health and Safety. The Board is responsible for the integration of good health and safety management within all business decisions.

CHIEF EXECUTIVE OFFICER (CEO)

The CEO has a legal responsibility for ensuring the Trust complies with all relevant Health and Safety legislation.

The Board of Trustees and CEO delegate the operational delivery of health and safety to the Principal/Headteacher who are supported by the Chief Commercial and Operating Officer and the Director of Estates.

The CEO will work with Principals/Headteachers to engage Trust employees in the promotion and achievement of safe and healthy working conditions.

The CEO will ensure adequate financial resources are made available to deal with health, safety and welfare requirements.

The CEO has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the Trust; in exceptional circumstances this may include summarily closing down (in whole or in part) particular Trust buildings, sites, operations or activities.

ACADEMY EDUCATION COMMITTEES (AECs)

The AEC has the responsibility for ensuring that the Health and Safety Policy is understood and accepted for use within the Academy and that detailed arrangements are in place for its implementation.

The primary role of an AEC is to provide support and challenge, on matters of health, safety and welfare to Senior Leaders based on the principles of best practice of good governance.

PRINCIPAL / HEADTEACHER

The Principal/Headteacher is responsible for the engagement of employees in the promotion and achievement of safe and healthy working conditions. On a day to day basis the Principal/Headteacher acts on behalf of the Board of Trustees and CEO in discharging the responsibilities for management of health and safety. They will achieve this with support from their senior leadership teams and key academy staff, with the cooperation and understanding of all staff and support and guidance from the Director of Estates and/or Chief Commercial and Operations Officer.

The Principal/Headteacher will, so far as is reasonably practicable:

- Promote best practice and a positive view of health, safety and welfare.
- Monitor the provision of adequate resources to successfully implement the Trust's Health and Safety Policy.
- Monitor the provision and adequacy of health and safety information, instruction and training.

The Principal/Headteacher will at a site level:

- Identify relevant delegated responsibilities to staff at their Academy.
- Ensure that those staff members are clear on what their responsibilities entail, including the planning, undertaking and associated checks and review.

- Ensure that the necessary information, instruction and training is provided to support staff within their responsibilities.
- Work with the Trust to secure health and safety guidance, systems, procedures and best practice for local site use.

THE DIRECTOR OF ESTATES

The Director of Estates will, so far as is reasonably practicable:

- Monitor the identification, evaluation and control/mitigation of risk within the operational activities of the Trust and all Academies.
- Provide and monitor regular reports on the H&S performance of the Trust and all academies and their compliance with the Trust's Health and Safety Policy.
- Acknowledge, investigate and report any incident reportable under the requirements of RIDDOR.
- Monitor the Trust and all academies to ensure its compliance with all matters related to health and safety support colleagues with advice and guidance as required.

*PFI only – Conduct QA inspections on PFI compliance records (twice per year) and report any concerns to the Executive Team and Transform Schools/Vinci.

DESIGNATED SENIOR LEADERS

In the absence of the Principal/Headteacher, designated senior leaders will assume the responsibility of the Principal/Headteacher.

PFI CONTRACTOR

- Contractually responsible for all aspects of premises management (for example security, grounds maintenance and cleaning).
- Contractually responsible for all statutory compliance, PPM (for example electrical testing, legionella) and reactive maintenance.
- Contractually responsible for sourcing and monitoring quality of building works.
- Provide assistance to Academy staff in planning scheduled fire evacuation and lock down drills.
- Maintain records legally required for inspection (such as asbestos plans) and to support Academy staff in providing such records as may be requested by statutory bodies (such as Ofsted, Environmental Health Officers)

ALL EMPLOYEES

Health and Safety legislation states that every employee has a duty to look after their own health, safety and welfare whilst at work and that of others who may be affected by their work. The Trust requires employees to recognise and accept this responsibility and the duties imposed on them by legislation. Employees will, so far as is reasonably practicable:

- Take care of their health, safety and welfare and that of others.
- Be familiar with the Health and Safety Policy and associated Regulations/Safe Systems or Work and Practice.
- Ensure all systems, processes and procedures are followed effectively by both staff and pupils.
- Use all workplace provisions and equipment in a safe manner and in line with any instruction and training received.
- Familiarise themselves with all aspects of health and safety in relation to their work and avoid putting themselves and others at risk.
- Understand their responsibilities under the relevant provisions of health and safety legislation and to seek advice and guidance when in any doubt.
- Report any faults or defects in the premises, plant, equipment and facilities which they observe in a timely manner.

- Report any accident or incident that may have caused injury to an individual, plant or property in a timely manner and where applicable, complete the appropriate accident report.
- Report all incidents of aggression and violence at work.
- Attend training appropriate to their employment and act on instruction and training provided to enable them to work safely.
- Not undertake activities where safe working procedures are not available.
- Ensure that protective equipment is used where necessary in the correct manner.

CONTRACTORS

The Trust and its Academies will engage contractors who are competent to undertake work on their behalf in agreement with designated academy staff, Estates Hub Leader and the Director of Estates. Works will only be given to those contractors who are able to demonstrate an understanding of health and safety with the ability to manage their works safely. Where appropriate, larger scale deemed works and projects which may fall under the Construction and Design Management (CDM) Regulations 2015 may be outsourced to a Building Consultant, who in turn would manage works on behalf of the Trust.

- The contractor must have one Trust/Academy appointed person to liaise with on health and safety matters at the Academy site.
- The Trust/Academy appointed person responsible for liaison with the contractor must ensure that, prior to the commencement of any work, the contractor has been briefed on any aspects of the premises and site, including the Asbestos Management Plan (AMP) or any Academy activities which could present risk to be undertaken.
- The Trust/Academy appointed person must ensure that the contractor has prepared method statements and risk assessments which define the safe method of working before any works commence.
- The Trust/Academy appointed person must ensure that during the works there are arrangements in place to monitor the contractor for safe working. This is specifically in relation to any risks which may arise to staff, pupils, visitors and other contractors.
- Prior to starting works, an agreement must be made with the contractor for the use of any facilities at the Academy site, such as welfare, toilets and first aid.
- Prior to works commencing, the Trust/Academy appointed person must provide advance notification of the areas of the Academy where the planned work will take place, to ensure senior leaders can inform any staff and pupils who may work in, travel through, or be adjacent to, the area in which the contracted works are being undertaken.
- The Trust/Academy appointed person must ensure that the contractor has made appropriate arrangements at the completion of the works (including at the end of each working day), for staff and others who may re-occupy and use the area/equipment concerned.
- At the conclusion of each contract/agreed works, the Trust/Academy appointed person should assess the performance of the contractor to determine whether their retention on an approved list is appropriate and ensure any deficits in performance are reported in a timely manner.

5. ARRANGEMENTS FOR HEALTH AND SAFETY

ARRANGEMENT 1 – ASBESTOS MANAGEMENT

The Trust will ensure its compliance with the Control of Asbestos Regulations (CAR) 2012.

With support from the Director of Estates, the Principal/Headteacher will:

- Ensure an Academy specific Asbestos Management Plan (AMP) is in place which is reviewed on an annual basis and signed off as appropriate.
- Ensure the Asbestos Registers are checked, updated and signed off on a rolling 12 monthly cycle as required, in line with the ACMs present at site (where applicable).

- Ensure the Asbestos Management Surveys serve as a live document at the Academy site.
- Ensure any new works or projects being planned, are duly evaluated as to whether an Asbestos Refurbishment and Demolition (R&D) Survey is required before any commencement of new works or projects take place.
- Ensure evaluation takes place each year as to whether re-inspection surveys are required. Where significant changes or building alterations have taken place in the same year this is a statutory requirement and therefore must be undertaken.
- Ensure all contractors are informed of the presence of Asbestos Containing Materials (ACMs) before the commencement of any minor or medium type works by sharing the Academies Asbestos Surveys and Asbestos Registers as appropriate.
- Ensure all teaching/associate professional staff, and other non-estates professionals or volunteers are permitted to work at the Academy site in order to fulfil tasks which involve the fabric of the building. This includes all internal and external led areas at the site.
- Ensure procured works are diligently checked and shared with the Director of Estates before any commencement of works, ensuring that all projects/works whatever the size of the scope are checked.
- Asbestos Surveys are to be viewed as the guiding hand and are not an assurance that all asbestos has been identified at an Academy site.

ARRANGEMENT 2 - ACCIDENT AND NEAR MISS REPORTING (ADVERSE EVENTS)

All adverse events and any associated reporting of, include but may not be limited to the following categories:

- Pupil Accidents.
- Employee Accidents.
- Non-employee Accidents.
- Report on Violence and Aggression.

For the purposes of this policy, a near-miss has been defined as an event that, while not causing actual harm, has the potential to cause injury, ill health, or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries.

Examples of common near-miss incidents include the following:

- Slips, trips, or falls.
- Unauthorised vehicles entering a work area.
- Moving vehicles passing unacceptably close or too fast.
- Mishandling a load.
- Falling objects.
- Use of unsafe equipment.
- Incorrect use of equipment.

Subsequent investigations, and the reporting and recording of adverse events and dangerous occurrences (including near misses) are to be carried out immediately after the adverse event has taken place, with the relevant documentation completed in full.

Where required and appropriate, support and quality assurance checks may be provided by the Director of Estates. Accidents reportable to the HSE as RIDDOR's will be done so through communication with and guidance from the Director of Estates.

Staff, pupils, contractors and visitors are encouraged to report any conditions or practice they deem to be a hazard which could lead to an accident or near miss.

Reporting should be to the designated person as soon as possible, who will then inform the Principal as appropriate.

ARRANGEMENT 3 – ADVERSE WEATHER

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The Trust prioritises the safety of staff, students, and visitors during adverse weather conditions. Sites will only be opened if it is safe to do so for both parents, students and staff. Local arrangements are in place to guide decision-making in such situations, including clear responsibilities for the staff involved. These arrangements ensure timely communication of any closures, delays, or safety precautions, and are reviewed regularly to maintain the wellbeing and safety of the whole school community.

ARRANGEMENT 4 - BEST PRACTICE / EXTERNAL SAFETY GUIDANCE

The Department for Education (DfE) and the H&S Executive (HSE) will from time to time, issue codes of practice and other advisory guidance for schools/Academies to follow. The Trust through the Director of Estates will ensure compliance with and amendment of any Trust procedures resulting from external body guidance as appropriate.

ARRANGEMENT 5 - CONSULTATION & COMMUNICATION ARRANGEMENTS

Employees not represented by appointed Safety Representatives have rights to consultation with employers under the H&S (Consultation with Employees) Regulations 1996. Procedures for effective communication and consultation with employees have been established and are implemented through one to one meeting's, staff meetings, departmental meetings, Place Partnership JCNC and email communications. Co-operation on health and safety matters is an expectation of all employees, communicated to employees through this policy and associated procedures.

ARRANGEMENT 6 - CONTROL OF CONTRACTORS AND SUB-CONTRACTORS

The Trust recognises its legal responsibility towards all persons present on its premises including contractors and subcontractors undertaking work on the Trust's behalf. It is the intention of the Trust, that no contractor or sub-contractor is exposed to risk while on the premises. Similarly, the Trust expects its contractors and subcontractors to ensure that no risk is introduced to occupiers of the premises or workplaces. A contractor and sub-contractor vetting procedure has been established to ensure that contractors and sub-contractors are competent to undertake work, have adequate public liability insurance, appropriate documented health and safety systems including risk assessments and method statements for hazardous work activities. Academy sites are required to adhere to these vetting procedures. Contractors and sub-contractors must be supervised at all times when on academy sites during school hours.

ARRANGEMENT 7 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Trust and its Academies must comply with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002. Assessments must be made where any substances that are used may be hazardous to health. Academies must ensure Material Safety Data Sheets (MSDS) are held for all proprietary brands which may be hazardous to health. Formal risk assessments will be undertaken with suitable controls implemented in accordance with the hierarchy of control. Risk assessments will be reviewed on a regular basis (either 12 or 24 months) or if something has changed meaning a review is required earlier. Academies must ensure the use and storage of proprietary products is always in accordance with a manufacturers or supplier chains instructions, legal requirements or best practice advice. Academies are advised, so far as is reasonably practicable to do so, to always seek out products which fulfil the task or purpose in hand with a product which carries either low or no risks at all. In some cases, exposure to hazardous substance is controlled by means of appliances such as fume cupboards and dust extraction equipment as required by the regulations, such appliances will be tested and examined at the required intervals.

ARRANGEMENT 8 - DISPLAY SCREEN EQUIPMENT

The Trust must comply with the legislative requirements as stated within the H&S (Display Screen Equipment) Regulations 1992. Academy sites are expected to adhere to Trust guidance and associated template documentation to ensure compliance and appropriate support and assessments are made available to staff who require it in order to safely undertake their role.

WORKSTATIONS

The Trust/Academy and the DSE user will review the DSE risk assessment where staff and students use DSE as part of their normal, continuous work. This assessment will aim to minimise any identified risks in the following areas:

- Equipment – keyboard, mouse, display screen.
- Furniture.
- Environment.
- The tasks being completed using DSE.
- Any specific requirements of the user.

The Academy and user will refer to the HSE's [workstation checklist \(Appendix D\)](#) for DSE use when conducting a risk assessment of workstations.

ARRANGEMENT 9 - DRIVING AT WORK (MOTOR VEHICLES)

Work related road safety has been identified as a potential risk to employees. Employees permitted to use their own vehicles on business matters are required to:

- Have their driving licences checked and validated with DVLA.
- Provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old).
- Ensure their private motor insurance is extended to include the business use of the policyholder or their employer.

All employees who may drive their own vehicle on business matters have a duty to disclose all driving disqualifications or convictions to their line manager.

ARRANGEMENT 10 - ELECTRICAL SAFETY

The Trust must comply with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

In summary these are:

- Electrical fixed installation testing of premises will be undertaken at intervals of no greater than five years.
- Electrical testing of Fire Alarms will be undertaken as per the schedule in the Academies Fire Log Book or compliance web-based system, in line with installers/manufacturers recommendations.
- Portable Appliance Testing (PAT) will take place on an annual basis along with the evidence displayed on each piece of kit depicting the last and next due test dates.

Academies are also instructed to quality assure any procured electrical items purchased or brought into the premises and ensure that they all comply with the two regulations and any other associated British Standards.

ARRANGEMENT 11 - ESTATES PREMISE SURVEYS (TERMLY INSPECTIONS)

The Director of Estates will provide a system for Academy sites to self-audit and assure safety at each site on a termly basis. The intentions of these inspections are to identify any housekeeping, defects, maintenance and repair type issues requiring remedial actions. On completion of such inspections, an Action Plan with timescales for remediation will be agreed and supported.

ARRANGEMENT 12 - EMERGENCY PLANNING/BUSINESS CONTINUITY

Academies will ensure, in collaboration with the Trust that an emergency plan is prepared to cover all foreseeable adverse events which could put at risk the occupants or users of the Academy site. The plan will indicate the actions to be taken in the event of an incident so that everything possible is done to:

- Save life.
- Prevent injury.
- Minimise loss.

All Emergency Planning processes should be devised with the assistance of appropriate advisory personnel in respect of fire, bomb threats, major gas leaks, collapse or imminent collapse of buildings, flood, storm and intruder or equivalent.

ARRANGEMENT 13 - EQUIPMENT

The Trust must comply with the Provision and Use of Work Equipment (PUWER) Regulations 1998. These regulations refer to all equipment to be used by employees or equipment which can affect other persons' health and safety in the vicinity of its use.

The Trust must ensure that all equipment provided is:

- Suitable for its purpose.
- Subject to regular maintenance and periodic inspection.
- Used by persons provided with information instruction and training in its safe use.
- CE marked as applicable.
- Suitably guarded and fitted with protective devices to prevent access to or contact with the dangerous parts of machinery (maintenance of machinery includes the testing of safety critical devices).
- Subject to recorded daily pre-use or start/up checks.
- Provided with warning signs with regards to any hazard which the user may be exposed.
- Subject to suitable hazard identifications and risk assessments and where considered necessary safe systems of work which are maintained under periodic review.
- Contained on the Trust/Academy Asset Register.
- Compliant and with service documentation readily available for inspection and for service and repairs evidential history.

ARRANGEMENT 14 - FIRE AND EMERGENCY ARRANGEMENTS

The Trust will advise Academies about the process of Fire Risk Assessment as required under the Regulatory Reform (Fire Safety) Order 2005. Such assessments and their frequency depend upon the individual building risk categorisation. On completion of such assessments, Academies are instructed to follow up as soon as is reasonably practicable, any actions/recommendations from the assessment reports.

The Principal/Headteacher will determine a procedure for emergency evacuation:

- To ensure a termly evacuation drill of the Academy premises.
- To account for any persons with disabilities using the building.

- To ensure all evacuation drills are recorded within the Academy's Fire Log Book and that all drills are reviewed as to their effectiveness with any remedial actions promptly implemented thereafter.
- To ensure all staff members where appropriate receive suitable information and instruction on fire awareness and the emergency arrangements in operation – including the training of identified Fire Wardens.

ARRANGEMENT 15 - FIRST AID

The Principal/Headteacher will implement:

- A First Aid Procedure which complies with the minimum standard as required by the H&S (First Aid) Regulations 1981.
- A number of first aiders in accordance with the Academy's first aid risk assessment.
- Supplies of first aid materials and equipment and ensure these are held throughout the Academy with locations clearly marked and communicated to all staff.
- Adequate first aid provision that forms part of all off site activities/trips.

ARRANGEMENT 16 - HEALTH SURVEILLANCE

The Trust will provide access to agreed Occupational Health Service providers promoting physical, mental and social well-being for employees and seeking to protect employees from factors adverse to their health. The Occupational Health Service will provide adequate health surveillance provisions as required by the management of H&S at Work Regulations 1999 to those employees who are exposed to hazards. Employees may seek support through the Trust HR Team in confidence.

ARRANGEMENT 17 - INFORMATION, INSTRUCTION AND TRAINING ARRANGEMENTS

The Principal/Headteacher will ensure with support, advice and guidance from the Estates Hub Lead and Director of Estates:

- That health and safety information, instruction and training form an integral part of the overall training within Academies.
- That all health and safety information, instruction and training needs of all members of staff will be the subject to periodic review with any necessary refresher training carried out.
- All staff have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner.
- All health and safety training provided for staff, is recorded and that such records of training are maintained and updated accordingly.

ARRANGEMENT 18 - MANAGEMENT OF HEALTH AND SAFETY

The Principal/Headteacher will ensure, so far as is reasonably practicable:

- That a high level of H&S performance is established, maintained and promoted throughout the Academy.
- That all health and safety policies, procedures, systems and processes are fully implemented, and that health and safety remains a topic of discussion as a standard agenda item at meetings.
- That the Academy will endorse, follow and implement safe systems of working and assurance frameworks as guided/instructed by the Trust/Director of Estates

ARRANGEMENT 19 - MANUAL HANDLING

The Trust must comply with the legislative requirements of the Manual Handling Operations Regulations 1992.

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With support from the Estates Hub Lead and Director of Estates, the Principal/Headteacher will:

- Identify all activities within the academy that involve manual handling and the staff who carry out these tasks as part of their normal working day.
- Identify and make provisions for those staff who carry out manual handling activities on an occasional basis.
- Ensure completion of manual handling risk assessments where required and will review these on a regular basis or after incident or a change in working practice/s.
- Ensure where reasonable and practicable to do so, avoid the need for manual handling.
- Ensure those employees who habitually carry out manual handling operations will be provided with suitable and sufficient information, instruction and training.

ARRANGEMENT 20 - MONITOR, AUDIT AND REVIEW

The Trust will provide a Health and Safety structure with systems, processes and frameworks to support Health and Safety compliance and best practice at all sites.

The Principal/Headteacher will ensure through delegated line management, that senior leaders and designated academy staff take accountability for their designated areas as assigned to them.

The Estates Hub Lead and Director of Estates will support the Principal/Headteacher with the monitoring of procedures and provide advice and guidance in respect of their review.

ARRANGEMENT 21 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Trust must comply with the legislative requirements of the Personal Protective Equipment (PPE) Regulations 1992.

The Principal/Headteacher with support from the Estates Hub Lead and Director of Estates will ensure that PPE is issued based upon a risk assessment process which identifies working activities that may require such provision.

Where the need for PPE has been identified and is unavoidable all staff members will follow the guidance provided. This will be through instruction and training which should be tailored to particular job roles and departments. Although non-exhaustive, the following departments are typical of requiring some element of PPE in Academy settings:

- Estates/Premises.
- Cleaning.
- Catering.
- ICT.
- Science.
- PE.
- Art, Design and Technology (ADT).

ARRANGEMENT 22 - PERSONAL SAFETY

Academies will ensure that risks to employees are minimised to the lowest possible levels through a process of risk assessment. Employees will fulfil their duties without threat or fear of violence or aggressive intimidation from others.

The Principal/Headteacher is responsible for people and services and will assess, through risk assessment, the risk of aggression, violence or potential violence and take all reasonable measures to eliminate or reduce this to the lowest possible levels practicable.

All employees have a responsibility for their own health and safety and should not go alone into any potentially dangerous situation or unnecessarily put themselves at risk.

ARRANGEMENT 23 - AGGRESSION AND BULLYING IN THE WORKPLACE

The Trust is committed to providing a safe, respectful, and inclusive educational environment for all staff, students, and visitors.

Bullying and aggressive behaviour - whether verbal, physical, or psychological - can cause significant harm and undermine the wellbeing and learning of others. Such behaviour will not be tolerated under any circumstances. All members of our school community are expected to demonstrate respect, empathy, and professionalism in all interactions.

Any incidents of bullying or aggression must be reported immediately to a line manager, senior leader, or designated safeguarding lead. Reports will be taken seriously, investigated promptly, and addressed in accordance with our relevant grievance, disciplinary and safeguarding procedures to ensure the continued safety and wellbeing of everyone within our educational setting.

ARRANGEMENT 24 – PREVENTING SEXUAL HARASSMENT

The Trust is dedicated to providing a safe and respectful educational environment free from sexual harassment. Any unwelcome sexual behaviour - verbal, physical, written, or online - towards staff, students, or visitors will not be tolerated. All members of the school community must act professionally, maintain appropriate boundaries, and treat others with dignity. Concerns or incidents should be reported promptly to a senior leader or safeguarding lead and will be handled sensitively, confidentially, and in line with safeguarding and disciplinary procedures. This approach complies with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, which requires employers to take reasonable steps to prevent sexual harassment in the workplace.

ARRANGEMENT 25 - RISK ASSESSMENTS

The Trust will ensure it has in place sufficient risk assessments to comply with the Management of H&S at Work Regulations (MHSWR) 1999. These assessments will ensure identification, assessment and control of hazards and risks in academy settings. The Principal/Headteacher will delegate levels of this responsibility to senior leaders or designated colleagues including but not limited to:

- Senior Leaders/Middle Leaders.
- Subject Leaders (Science, DT, Art and PE).
- Educational Visit Coordinators/Visit Leaders.
- Business Operation Managers.
- Senior Estates Leads/Premises Assistants.

The Trust will support with systems, processes and template assessments to aid all Academy sites in compliance with the (MHSWR) 1999.

ARRANGEMENT 26 - TREE RISK ASSESSMENTS AND SURVEYS

The Trust takes all reasonable steps to provide a safe environment for all staff, students, and visitors by ensuring that all trees within the school grounds are inspected and managed appropriately. Annual tree risk assessments and surveys will be carried out by competent and qualified personnel to identify potential hazards, such as structural weaknesses, disease, or damage that could pose a risk to pupils, staff, or visitors. Findings from these assessments will be recorded, and any required remedial actions will be prioritised and completed in a timely manner. The outcomes of the surveys will be reviewed annually, or sooner if

significant weather events or changes to site conditions occur. By undertaking regular tree risk assessments, the organisation ensures compliance with the Health and Safety at Work Act and Occupiers' Liability Acts.

ARRANGEMENT 27 - TRAINEES, APPRENTICES, AGENCY AND CASUAL WORKERS

Trainees, Apprentices, Agency and Casual Workers must and will be, afforded the same level of commitment to health and safety as any other employee. Where a person is under the age of 18 the duty of care is higher, therefore whether employed or not, particular regard should be paid to risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact they have not yet fully matured. Academies will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment is undertaken and periodically reviewed so that risks are reduced to the lowest level that is reasonably practicable.

ARRANGEMENT 28 - VISITORS AND THE PUBLIC

All visitors and members of the general public will be made aware of and accompanied within areas of the Academy site where risks are known, wherever possible. Visitors to the Trust are accompanied at all times on Academy sites.

ARRANGEMENT 29 - WORK EQUIPMENT

The Principal/Headteacher will ensure the compliance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, Lifting Operations & Equipment Regulations 1998 (LOLER Testing) and will ensure

all work equipment (hired or owned) is registered and inspected in accordance with all statutory requirements.

The Principal/Headteacher will delegate levels of this responsibility to senior leaders or designated colleagues including but not limited to:

- Senior Leaders/Middle Leaders.
- Subject Leaders (Science, DT, Art and PE).
- Estates Hub Lead.
- Premises Managers/Premises Officers/Premises Assistants

The Director of Estates will support with systems, processes and health and safety frameworks to aid compliance.

ARRANGEMENT 30 - WORKPLACE (HEALTH, SAFETY AND WELFARE) ARRANGEMENTS

The Trust is committed to establishing and maintaining a safe and healthy workplace for all its employees and others who may enter their premises, in accordance with the Health, Safety and Welfare (Workplace) Regulations 1992. Each site will have designated areas for staff including staff rooms, staff workspaces, toilet facilities and private prayer rooms. Arrangements for breastfeeding employees will be made upon request.

ARRANGEMENT 31 - SUPPORTING CHILDREN WITH A MEDICAL NEED

The Principal/Headteacher will agree and implement a policy which outlines arrangements for managing children with medical needs. Pupils may at some time have a medical condition that may affect their participation in academy activities. For most this will be short term, though for others it could be that if their conditions are not properly managed it may limit their access to education. It is recognised that staff in charge of pupils have a duty of care and that in an emergency, action to safeguard the welfare of the pupil must be taken in a timely manner and with the appropriate training. Beyond the expectation that

emergency action would be taken, employees without specific training are not expected to issue medication.

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ARRANGEMENT 32 - BUILDING SECURITY AND CCTV

The Principal/Headteacher will ensure a suitable system is in place to manage site security – they will ensure this is in place with the support of designated colleagues.

The Trust will support with systems, processes and frameworks to aid security measures and associated best practice.

ARRANGEMENT 33 - ENFORCEMENT OF HEALTH AND SAFETY (H&S)

Academy sites may on occasions be contacted by enforcement agencies and their enforcing officers/Inspectors. Where this might be the case, then the Academy should make the Principal/Headteacher aware at the earliest opportunity and they will seek support and advice from the Estates Hub Leads, Director of Estates and/or the Chief Commercial and Operations Officer. The agencies applicable are likely to be from:

- Environment Agency.
- Fire and Rescue Service.
- Police.
- Environmental Health.
- Health and Safety Executive.

Enforcement agencies have the authority to issue prohibition notices dependant on their findings or communications with the site. Notices only tend to be issued where the work activities involved, present a serious risk to personal injury or ill health to employees, pupils or members of the public.

ARRANGEMENT 34 - HOME WORKING

At present, the Trust does not formally recognise home working for employees, however there may be occasions when this may be permitted e.g. to support remote teaching and learning for a temporary period. The Trust has a Working from Home Policy which can be found on the SharePoint shared area or by request from the HR Department.

All employees are provided with a formal workplace setting in line with their individual job role/designation. For those ad-hoc/isolated occasions where an employee may request home working on a temporary basis, then this would be reviewed on an individual needs basis and risk assessed accordingly.

ARRANGEMENT 35 - NEW AND EXPECTANT MOTHERS

The Trust recognises the increased risks to new and expectant mothers. It will ensure risk assessments are in place on an individual basis and will implement control measures as appropriate to reduce risks as far as is reasonably possible. Employees will be informed of any additional risks they may face as a new or expectant mother.

Risk assessments will be initiated and regularly reviewed when an employee notifies the Academy/HR they are pregnant and will be revised where necessary. Additional control measures will be applied for six months after the birth (or where necessary) until such time as the new mother is no longer breast-feeding.

ARRANGEMENT 36 - MENTAL HEALTH AND WELLBEING

The Trust is committed to protecting the health and welfare of its employees and will ensure it complies with all relevant guidance to support health and wellbeing, including mental health. The Trust has a number of designated Adult Mental Health First Aiders.

ARRANGEMENT 37 - WORK RELATED LEARNING

The Principal/Headteacher will ensure, so far as is reasonably practicable, that it fulfils its statutory responsibilities in respect of the health and safety of pupils undertaking work experience placements from any of the Trust's Academy sites (where these are facilitated).

The Principal/Headteacher will ensure, so far as is reasonably practicable, the effective management of all H&S matters affecting the operations and activities of key stage 4 pupils on work experience and will have systems in place to:

- Prepare pupils for work experience.
- Monitor pupils whilst on placement.
- Review the work experience placement following its completion by the pupil.

ARRANGEMENT 38 - MINIBUSES

The Trust will ensure it complies with all Best Practice Guidance on the Safe Use of Minibuses in school and academy settings. In doing so, it will ensure that all drivers have the appropriate licence in place and where required have successfully completed the Driver Assessment Test.

The Trust will ensure it has adequate insurance in place for people-carrying vehicles and for the avoidance of doubt, the Trust does not by default provide vehicle minibus insurance and nor is this covered under the DFEs Risk Protection Arrangements (RPA).

ARRANGEMENT 39 - LONE WORKING / ISOLATED WORKING

This section should be read in conjunction with the Trust Lone Working Policy, a copy of which can be found on SharePoint or by request from the HR Department.

The definition of lone working is someone who is singularly in a building or at an Academy site on their own. Isolation working is where someone is working alone albeit, there may be others also working in the vicinity of, but in separate areas within the same building or Academy site.

The Principal/Headteacher will ensure risk assessments are carried for those persons who work alone, and suitable precautions are in place for those who work in isolation so far as is reasonably practicable. All staff members will be reminded of the potential risks associated with lone working and are required to follow any identified procedures.

ARRANGEMENT 40 - WATER HYGIENE / LEGIONELLA CONTROLS

The Principal/Headteacher will ensure academy compliance with the Approved Code of Practice (ACoP) for the Control of Legionella Bacteria in Water Systems (Revised 2013).

The Principal/Headteacher will delegate levels of this responsibility to other colleagues in the Academy settings and although non-exhaustive these are anticipated to be:

- Estates Hub Lead.
- Premises Managers/Premises Officers/Premises Assistants.

Compliance includes the robust due diligence in the management of third-party providers who carry out site checks and complete testing regimes associated with the Academy's water systems. This expands to the collation and the evidencing of all compliance documentation and in addition to this, due diligence and internal site monitoring of those tasks assigned specifically as Academy led recorded checks.

The Director of Estates will recommend Service Level Providers (procured) who will support and monitor water and legionella compliance at Academy site levels.

ARRANGEMENT 41 - WORKING AT HEIGHT

The Principal/Headteacher will ensure academy compliance with the Working at Height Regulations 2005.

The Principal/Headteacher will delegate levels of this responsibility to other colleagues in the Academy settings and although non-exhaustive these are anticipated to be the Premises Managers/Premises Officers/Premises Assistants.

When working at height, the following must be in place:

- Fire evacuation procedures will be displayed on visitor lanyards or issued to visitors when they sign into the Academy.
- All reasonable steps will be taken by Academies to ensure the safety of employees and contractors who work at height.
- All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to eliminating or reducing to their lowest practicable level, the risks to the health and safety of those who may be affected by them.
- Where risks cannot be eliminated, suitable and sufficient control measures in accordance with the hierarchy of control (collective in preference to individual controls) are introduced to reduce risks to their lowest practicable level; the significant findings of the risk assessments are to be brought to the attention of those who may be affected by them.
- Mechanical or electronic means to assist with working at height such as mobile elevated work platforms or portable scaffold towers are operated/erected and dismantled by trained operatives.
- Ladders and step ladders are uniquely identified, details entered in a register and the equipment subject to formal inspection at frequencies determined by the extent of use.
- Staff members receive suitable instruction and training for working at height activities.
- All staff members are responsible for ensuring they use the correct working at height equipment as provided.

42. FIRE MANAGEMENT

The Academy will implement preventative measures against fire to reduce the likelihood of fires occurring, e.g., restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end a no-smoking policy is in operation across the Academy/Trust.

In line with the Regulatory Reform (Fire Safety) Order 2005, the Academy will:

- Ensure physical measures including fire doors, smoke detectors, alarm systems and firefighting equipment are inspected and tested at the required intervals.
- **PFI Only** – In PFI Academies, this will be the contractual responsibility of the PFI provider.
- All detection equipment will be tested by a competent contractor every 6 months, with fire extinguishers being checked and maintained every 12 months. Appointed Academy staff or PFI appointed contractors in PFI Academies are to conduct regular checks of systems and equipment and report faults immediately. Records of checks are to be retained for further audit.

- Detailed information about fire evacuation procedures will be provided to permanent and temporary members of staff and visitors. Details about fire evacuation will be displayed across the Academy. All staff are to familiarise themselves with such details and establish the quickest exit route for the rooms that they use.
- Evacuation procedures will be practiced every term, with records being maintained to highlight any lessons learned and recommendations for improvement.
- Fire evacuation procedures will be displayed on visitor lanyards or issued to visitors when they sign into the Academy.

43. FIRST AID

The Health and Safety (First Aid) Regulations 1981 sets out the essential aspects of First Aid that employers must address. The Academy has a legal duty to make sufficient and suitable arrangements to ensure that employees and students receive immediate attention if they are injured or taken ill. Sufficient First Aiders will be trained to immediately deal with incidents, with procedures in place to contact the Emergency Services (ambulance) if required.

The training of First Aiders will be conducted by assessing the risk and need across the Academy to ensure sufficient trained individuals are always available. A list of trained individuals will be displayed in prominent areas across the Academy. First Aid boxes are to be regularly checked and replenished, as necessary.

44. GAS SAFETY

The Academy will comply with the Gas Safe (Installation and Use Regulations) 1998 to ensure that any gas appliance and associated pipework and installation is maintained in a safe condition. Suitably appointed and qualified contractors will be appointed to conduct gas checks at regular intervals. Records are to be retained by the Site Manager. Staff are encouraged to report the smell of gas or faults to the Site Manager or the on-duty Caretaker.

APPENDIX A: HEALTH AND SAFETY POLICIES AND ASSOCIATED DOCUMENTS

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You are required to have the following policy and procedural documents in place in the Academy.

- Fire Safety Policy.
- First Aid Policy.
- Asbestos Management Plan.
- Control of Substances Hazardous to Health Procedures.
- Learning Outside the Classroom and Educational Visits Policy.

APPENDIX B: HEALTH AND SAFETY TRAINING

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The Academy will ensure the following training is provided to employees.

HEALTH AND SAFETY INDUCTIONS – ALL NEW EMPLOYEES

Inductions for all employees, will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster.
- Health and Safety responsibilities outlined in their job description.
- How they can access Health and Safety policies and information.
- How they can raise any concerns or issues they may have regarding Health and Safety matters.
- First Aid Provision – Location of First Aid boxes, names of First Aiders.
- Accident/Incident and Near-Miss reporting – location of accident/incident/near-miss forms, reporting procedures.
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g., continuous, or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points.
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities.
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored.
- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the Health and Safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

HEALTH AND SAFETY TRAINING – ALL EMPLOYEES

Training will be supplied, to all applicable staff, as early as practicable following the start of their employment. This includes:

- Fire awareness.
- COSHH awareness.
- Manual handling.
- Working at height (e.g., ladder, stepladders).
- Accidents, Incidents, Near misses.
- Display Screen Equipment Assessment.
- Health and Safety at work.
- Asbestos Management.

DESIGNATED FIRST AIDERS

The Academy will ensure that an adequate number of designated First Aiders are maintained, with refresher training being undertaken within 3 years to remain qualified. Additional staff will be offered the opportunity to undertake First Aid training to raise the awareness and response to a First Aid incident.

DESIGNATED FIRE MARSHALS

The Academy will ensure an adequate number of fire marshals have been trained and understand their roles in the event of an incident. Refresher training will be undertaken regularly for each designated fire marshal.

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Rotherham
Metropolitan
Borough Council

FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

IF THE ANSWER IS YES, TELEPHONE THE EMERGENCY AND SAFETY TEAM IMMEDIATELY!

When completed this form should be e-mailed to healthandsafety@rotherham.gov.uk

3. Details of Accident	Date:		Time:	
Teacher/Person in charge				
Location of accident (including room name or number where relevant)				
Name and status of eyewitness(es) of the accident (if students or young people, please include their age)				
Description of how accident happened (Note any equipment involved which could be a contributory factor).				
4. Treatment of Injuries				

Description and site of the injury (if any) where known: (e.g., cut to right knee)	A MULTI-ACADEMY TRUST		
What treatment, if any, was administered and by whom?			
Was the injured person taken directly to hospital as a result of the accident (e.g., by ambulance, by a member of staff, or by a parent/guardian)	Yes/No		
Was a parent/guardian/carers contacted?	Yes/No		
Did the parent/guardian/carers attend?	Yes/No		

5. Investigation.					
PLEASE ENSURE THIS SECTION IS COMPLETED by Supervisor, Teacher, Head Teacher etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safety procedures in place and were they followed?					
If appropriate are risk assessments in place for this work activity (please mark as appropriate)					
Yes		No		Not Applicable	
If yes, when was it reviewed last?					
If no, give reasons as to why not?					

Name of person completing this form (please print):			
Name of head teacher/manager (please print)		Date:	

E-mail this form immediately to: healthandsafety@rotherham.gov.uk

Tel. Rotherham 01709 823720

ACCIDENT REPORT – STAFF / ADULTS

ALL SECTIONS OF THE FORM MUST BE COMPLETED.

FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

1. Injured Person		Surname:											
Forename(s)				DoB:				Sex:		M		F	
Home Address:						Post Code:							
Designation:		Employee		Member of Public		Resident		Other					
If Employee: Directorate:						Job Title:							
Payroll Number:													

2. Details of Accident		Date:				Time:			
Workplace Address:									
Address of accident if different from above:									
Description of how accident happened (Note any equipment involved which could be a contributory factor). - Please continue a separate sheet if necessary.									
Injuries sustained (if any):									
Action taken (First Aid, Hospital, etc):									
Name and status of any witness:									
Injured Persons Manager (or his/her representative):						Date:			

3. RIDDOR Has this accident resulted in any of the following:
(appropriate)

(please mark as

Employee absence for more than 7 days,

Employee fatality or "Major Injury",

Non employee fatality or taken directly to hospital from the site of accident

None of the above ☐ (No need to contact)

If yes to any of the above notify the Emergency & Safety section immediately on 01709 823720

4. Investigation

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PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

If appropriate are risk assessments in place for this work activity (*please mark as appropriate*)

Yes		No		Not applicable	
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If yes, when was it reviewed last?

If no, give reasons as to why not?

Manager's Name (please print):

Manager's Signature:

Date:

E-mail this form immediately healthandsafety@rotherham.gov.uk

Tel. Rotherham 01709 823720

APPENDIX D: DSE WORKLIST ASSESSMENT CHECKLIST

ALHULT ACADEMY LTD

HSE - DSE Workstation Assessment Checklist

Department	
Workstation location	
User	
Checklist completed by	
Assessment checked by	
Date of assessment	
Any further action needed? Please summarise details.	
Follow-up action completed on	
Assessment discussed & agreed with the user?	YES / NO (please circle)
Signed & dated by the user	

The checklist should be given to individual DSE Users to complete. Completed forms should then be reviewed by the Academy DSE Assessor to identify any problems that require further attention.

DSE User:

Please work through the checklist, ticking either the 'yes' or 'no' column against each risk factor

'Yes' answers require no further action

'No' answers will require investigation and/or remedial action by the DSE Assessor.

DSE Assessor:

You should record your recommendations in the 'Action to take column.' Assessors should check later that the actions taken have resolved the problem.

You should refer to the central team HR department for possible Occupational Health

Service support for unresolved health issues or where a particular medical condition has been notified.

Please remember DSE Users are required to receive training in the use of DSE, and IT training where appropriate.

APPENDIX E: RISK ASSESSMENT – DISPLAY SCREEN EQUIPMENT (DSE) RISK ASSESSMENT – ACADEMY:

Risk Assessment for: DSE RA		Generic / Specific
Assessment by: FPO	Date: 30/04/2021	Review Date Due: Yearly

Hazard	Who might be harmed?				Risk	Current Control Measures	Score			What if any further control measures are required	Action Reference No.	Revised Score following additional Control Measures			Date Completed
	Employee	Student	Visitor	Public			Impact	Probability	Score			Impact	Probability	Score	
Policies and procedures	x	x			Lack of knowledge on the subject due to poor information	All staff members must familiarise themselves with the procedures set out in the Academy's DSE Guidance. Familiarise themselves with the Academy's DSE risk assessment.	2	2	4						
Keyboards	x	x			Fatigue/musculoskeletal strain/injuries	Keyboards remain separate from screens unless this is impractical, e.g., where a staff member is using a laptop. Users ensure there is enough space on the desk for their hands, wrists, and keyboards by moving display screens.	2	2	4						

						settings, e.g., font colour and size, to suit their specific needs. Before use, the IT technician ensures screens are suitable for their intended use. All display screens include swivel and tilt mechanisms so that users can adjust the height and angle according to their needs.										
Software	x	x			Fatigue/musculoskeletal strain/injuries	All software is installed by the IT technician, who teaches staff members, and where necessary Students, how to adjust settings to suit their specific needs. Software is only chosen if it helps users carry out tasks, minimise stress and is user-friendly. The IT technician regularly reviews and, if necessary, updates software to ensure it remains beneficial to users.	2	2	4							
Furniture	x	x			Fatigue/musculoskeletal strain/injuries	Large devices, such as printers and servers, are kept out of classrooms to ensure there is enough room for people to work in. All rooms are fitted with ample plug sockets and network points to allow space to be maximised and for desks to be rearranged. <u>The site manager</u> undertakes annual inspections of all furniture to ensure it is in good working order and carries out any required maintenance.	2	2	4							

Eye tests	x	x			Fatigue/musculoskeletal strain/injuries	The Academy offers free eye tests to all staff members who are regular DSE users. Where the eye test shows that a staff member is required to use glasses for work with DSE, the Academy pays for them.	2	2	4						
Posture	x	x			Fatigue/musculoskeletal strain/injuries	All chairs are adjustable to allow users to sit comfortably. All staff members and Students are taught how to correctly adjust their chairs to allow them to sit comfortably. All staff members and Students sit with their feet flat on the floor and are discouraged from crossing their legs. Staff members who spend long periods on the phone as part of their jobs are provided with headsets to mitigate the risk of straining neck muscles.	2	2	4						
Lack of training	x	x			Fatigue/musculoskeletal strain/injuries	The Academy offers guidance and support relating to good posture and DSE. As part of their inductions, new staff members will be guided in setting up their workspace to maximise comfort. All new staff members are asked to complete the HSE's 'Display screen equipment (DSE) workstation checklist' to ensure their workspace	2	2	4						

						enables them to work comfortably. Any areas for improvement identified by the checklist are remedied as soon as possible by the Academy.									
Lone working	x	x			Fatigue/musculoskeletal strain/injuries	Lone working is undertaken in accordance with the Academy's Lone Worker Guidance. Lone workers familiarise themselves with this risk assessment and the Lone Worker Risk Assessment before working alone. Before undertaking lone working, staff members are required to complete the HSE's 'Display screen equipment (DSE) workstation checklist' to ensure their working space is adequate.	2	2	4						