Health and Safety Policy

October 2026

Review Date: October 2027

1.0 - Statement of Intent

1.1 NET Academies Trust ("the Trust") has overall responsibility for the health, safety and welfare of staff, students and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided

1.2 The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

1.3 The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.

1.4 Together, we are committed to achieving the following objectives:

1.4.1 To provide, as far as reasonably practicable, a safe and healthy working environment for all.

1.4.2 To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.

1.4.3 To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.

1.4.4 To have an effective system for communicating and consulting on health and safety matters.

1.4.5 To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.

1.4.6 To encourage, promote and continuously improve the Trust's health and safety performance.

1.4.7 To ensure that we protect the environment.

Signed by

Chair of Trustees Date: .....

Chief Executive Officer Date: .....

2.0 – Responsibilities for Health and Safety

2.1 - Overall and final responsibility for health and safety

2.1.1 - The Board of Trustees, Chair of Trustees and Chief Executive Officer carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare,
- Promoting and following this Health and Safety Policy,
- Dedicating budget to the health and safety provision at the academies,
- Communicating effectively with parents, staff and students,
- Monitoring and reviewing health and safety procedures and practice

2.2 - Day to day responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and the Chief Executive Officer have assigned health and safety responsibilities as follows:

2.2.1 - Estates Manager

(a) The Estates Manager carries out periodic health and safety audits within Academies and reports back findings to the Health and Safety Representative, ensuring requirements to monitor, review and record safe systems of working within Academies are being met.

(b) They will seek support and professional advice from external advisors as necessary.

2.2.2 - Senior Leadership Team and Head of School/Headteacher

(a) The Head of School/Headteacher has the following responsibilities:

- To lead by example
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the health and safety representative of the board of trustees to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to academy staff and visitors is up to date, easily accessible and promoted throughout the academy. This includes the academy health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken
- ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.

- Safety inspections carried out each term and documented.
- To maintain a system to ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.
- Ensuring that they have the required number of qualified first aid staff.

(b) The Senior Leadership Team has the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to cover health and safety maintenance, checks and provision for activities under their department

2.2.3 - Site Managers:

(a) Academy Site Managers advise the Estates Manager, ensuring that details related to health and safety management are passed on. They provide support and advice to the Senior Leadership Team and staff.

(b) Site Facilities Managers act as Health and Safety representatives for the site they are responsible for.

(c) Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.

(d) Site Managers will be the representative for the Academy when dealing with any health and safety meetings/committees.

2.2.4 - Line Managers and Supervisors

Line Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- leading by example

- the practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation
- ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
- obtaining and ensuring adherence to a safe system of work by competent employees and contractors
- ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision
- ensuring that all accidents, incidents, dangerous occurrences and near misses, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities

2.2.5 - Employees and Staff

(a) Employees of the Trust, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the Trust's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

(b) All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- To co-operate with their employer in matters relating to health and safety to enable the employer to comply with requirements
- Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

(c) Employees and staff are required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- Take responsibility for good housekeeping in the area within which they work
- Report all accidents, incidents, dangerous occurrences and near misses in accordance with company guidelines
- Follow the advice given in Company Health and Safety Training in order to control workplace risks
- Take responsibility for their own health and safety.

(d) Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's health and safety policy and procedures.

2.2.6 - Class Teachers

Class teachers are expected to:

- Lead by example
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Head of School/Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager.

2.2.7 - Pupils

While Trust staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the academy site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the school code of conduct / school behaviour policy.

2.2.8 - Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others.

Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement. The pre-qualification process is detailed in section 3.20.

All contractors must report to the main school office where they will be asked to sign the visitor's book and wear an identification badge.

Contractors will be given the site induction, including guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractors work to ensure that there is no impact on staff and pupils. They will maintain a record / log of all contractor work on site.

Contractors are provided with a code of conduct which they are required to sign in accordance with the Trust's Management of Contractors Policy.

2.3 Responsibility for ensuring health and safety standards are maintained and improved

2.3.1 Communication

(a) Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

(b) All members of the academy community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Site Manager, Estates Manager, Head of School/Headteacher or to the Board itself. Before making any decisions, which could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

2.3.2 Training

(a) Trustees along with Heads of School/Headteacher, Senior Leaders and Managers of each Academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards.

(b) Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.

(c) External Health and Safety Consultants will be used to provide professional health and safety advice if required.

2.3.3 Policy Review

(a) The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publish an annual report, statistics and a bulletin, all of which may be used for this purpose. See for example https://www.hse.gov.uk/statistics/assets/docs/education.pdf (latest update 2024) Typical benchmarks include accident rates per employee and accident or disease causation.

(b) There are several reasons to review the Health and Safety policy such as, but not limited to:

(1) Significant organisational changes have taken place.
(2) There have been changes in key personnel.
(3) There have been changes in legislation and/or guidance.
(4) New work methods have been introduced.
(5) There have been alterations to working arrangements and/or processes.
(6) There have been changes following consultation with employees.
(7) The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
(8) Information from manufactures has been received.
(9) Advice from an insurance company has been received.
(10) The findings of an external Health and Safety Audit has been received.
(11) Enforcement action has been taken by the HSE or Local Authority (LA).
(12) A sufficient period of time has elapsed since the previous review.

2.3.4 Monitoring, Reporting and Supervision

(a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g., incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.

(b) The Board of Trustees will ensure that:

- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;

- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events;
- sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
- workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
- senior manager appraisals include an assessment of their contribution to health and safety performance;
- contractor performance is reported and reviewed;
- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

2.3.5 Competent Person

The Trust has appointed an external Health and Safety Consultant who will provide competent health and safety advice.

3.0 - Arrangements for Health and Safety

3.1 Risk Assessment

3.1.1 Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all academy staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

3.1.2 Risk assessments are stored electronically on the Trust SharePoint Drive, and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

3.1.3 The Management of Health and Safety at Work Regulations 1999 sets out the minimum requirements as to what ought to be done when considering risk. It states:

"*The law states that a risk assessment must be 'suitable and sufficient', i.e. it should show that:*

- *a proper check was made*
- *you asked who might be affected*
- *you dealt with all the obvious significant risks, taking into account the number of people who could be involved*
- *the precautions are reasonable, and the remaining risk is low*

- *you involved your workers or their representatives in the process*

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. Insignificant risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds or significantly alters those risks.

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks"

3.1.4 The Trust carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

3.1.5 Generic risk assessments are available and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a reassessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic risk assessment.

3.1.6 For offsite activities the Trust buys into the EVOLVE system and therefore has access to guidance and template risk assessments.

3.1.7 The HSE have a template risk assessment available through the following link https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm

We recognise that we have a statutory obligation to consult with staff about the health and safety measures we are proposing, and we will take steps to ensure that training is provided in relation to the recommendations arising from the risk assessment process.

3.2 Training

3.2.1 Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.

3.2.2 Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

3.2.3 Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

3.2.4 Strategic Health and Safety Management and Premises Management Training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

3.2.5 All employees will have a health and safety training record which will be stored on the Smartlog system.

3.2.6 Training needs will be identified and arranged by the Line Manager and monitored by the Senior Office Manager to ensure that refresher training (e.g., first aid) is undertaken

within the prescribed time limits. Training records are held by the Head of School/Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. The Head of School/Headteacher is responsible for assessing the effectiveness of training received.

3.2.7 Each member of staff is also responsible for drawing the Head of School/Headteacher and/ or the appropriate line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

3.2.8 The Health and Safety Law poster is displayed at various locations throughout the Academies.

3.3 Consultation

3.3.1 Representatives of the Local Governing Body consult regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Academy management.

3.3.2 Any Trade Union appointed safety representative may attend a committee meeting by prior arrangement in order to raise, report on or discuss specific health and safety issues.

3.3.3 If the Local Governing Body is discussing accidents, the aim is to stop them happening again, not to give blame. The Committee will:

- look at the facts in an impartial way
- consider what precautions might be taken
- recommend appropriate actions
- monitor progress with implementing the health and safety interventions.

3.4 Workplace Safety

3.4.1 The Trust will take reasonable steps to ensure that the academy environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

3.4.2 Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader / Site Manager.

3.4.3 Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be found on the Trust SharePoint Drive. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

(a) Display Screen Equipment (DSE)

(i) The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

(ii) The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the academy:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Regular breaks are taken when working with DSE.
- The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

(iii) The Trust will fund an eye test for those employees who are identified as DSE users (i.e. use display screen equipment continuously for one hour or more a day). These employees will be provided with an e-voucher, which is available, upon request, from Human Resources. The Trust will also fund glasses that are required solely for DSE use.

(b) Manual handling

(i) The Trust operates in accordance with the Manual Handling Operations Regulations (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

(ii) Risk assessments are carried out by the Site Manager and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The Trust expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions

- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

(c) Machine maintenance

(i) The Trust operates the academies in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and
- inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

(ii) The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc.), and providing adequate information, instruction and training.

(d) Work Equipment

(i) All staff are required to report any problems found with plant / equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring - to the Site Manager. Defective equipment will be clearly marked and taken out of service by storage in a secure location pending repair / disposal.

(e) Electrical Safety

- All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) testing.
- Personal items of equipment (electrical or mechanical) should not be brought into the Academy without prior authorisation and will be subject to the same tests as Academy equipment.
- Major fixed wiring circuits will be checked at least once every five years.

(f) External Play Equipment

- External play equipment will only be used when supervised. Such equipment will be checked weekly by the Site Manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. Play equipment will be subject to regular safety for its condition by a competent specialist.

(g) Curriculum

- All staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.
- The Site Manager will identify all work equipment and record the details in an Equipment Register. They will ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.
- The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair:

Equipment	Responsible Person (Who Can Assess Risk)	Authorised Users of the Equipment	Authorised Person for Inspection & Repair	Inspection Period (e.g. Termly / Annually)
Access Equipment e.g. ladders, tower scaffold	Site Manager	Site Manager & Trained personnel	Site Manager: Ladders Specialist Contractor: Towers etc	Ladders: daily when in use / termly Tower Scaffold: on erection and weekly thereafter
Caretaking / Cleaning Equipment, including hand tools	Site Manager	Site Team	Site Manager / Specialist Contractor	Subject to Manufacturers' Guidelines
Grounds Maintenance Equipment	Site Manager	Site Team	Specialist Contractor	Subject to Manufacturers' Guidelines
Gas Appliances, including catering equipment, food tech, boilers etc	Site Manager	Staff / Pupils under supervision	Gas Safe Registered Contractor	Annually

PE and Play Equipment	Site Manager	Pupils under supervision	Site Manager: Monitoring Specialist Contractor	Site Manager: Termly Monitoring Contractor: Annual Inspection
LEV, Dust Extraction & Fume Cupboards	Site Manager	N/A	Specialist Contractor	Every 14 months, records must be kept for 5 years.
Technology Equipment	Staff / Site Team	Staff / Pupils under supervision	Specialist Contractor	Annually
Art / Design Equipment	Staff / Site Team	Staff / Pupils under supervision	Specialist Contractor	Annually
Portable Electrical Equipment (PAT)	Staff / Estates Manager / Site Team	Staff / Pupils under supervision	Specialist Contractor	Annually
Fixed Wire	Site Manager & Team	N/A	Specialist Contractor	Five Yearly
Lifts & Lifting Equipment	Site Manager & Team	Staff	Specialist Contractor	Lifts, Hoists / slings for people: 6 monthly
Fire Alarm System	Site Manager	Site Manager	Extinguishers: Specialist Contractor Fire Alarm System: Specialist Contractor Fire Alarm Test: Site Manager	Extinguishers: Annually Fire Alarm System: Annually Fire Alarm Test: Weekly

(h) Slips and Trips

(i) Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants eg food, litter etc.
- Obstructions – particularly bags and trailing cables

(ii) To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place, including warning signs,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space
- Stay with spills, arrange signage, and clear up as soon as possible

(i) Work at Height

The classroom and school environment can, and should be, a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height,
- All staff require training on safe use of ladders before use

(j) Gas Safety

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

3.4 Code of Conduct

The Trust is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. The Behaviour Policy / Code of Conduct are available on the Trust SharePoint Drive.

3.5 Fire Safety and Evacuation

3.5.1 Each academy carries out whole school fire drills once a term. These are evaluated by the Head of School/Headteacher and Site Manager to identify any gaps in the procedure

and/or training needs. There are emergency exits located and signposted around the academy, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site, and available on the academy website.

3.5.2 Escape routes and fire doors are checked daily to ensure that they are free from obstruction by the Site Manager. All staff have a shared responsibility to ensure that escape routes inside and outside the Academy are kept clear.

3.5.3 Fire risk assessments are carried out every 3 years by a competent Fire Risk Assessor, recorded, and reviewed annually by the Estate Manager and Site Manager. Fire alarm safety checks are carried out regularly and recorded.

3.5.4 The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

3.5.5 Fire alarm call points will be tested weekly in rotation by the Site Manager and a record maintained on the Compliance System . Testing of fire alarms will occur on set days each week. Any defects on the system are to be reported immediately to the maintenance surveyor or electrical engineer.

3.5.6 Details of the fire alarm maintenance contract are held in the Site Manager's office. The system will be tested annually in normal circumstances.

3.5.7 Smoke and heat detectors are tested on a quarterly basis by the Site Manager.

3.5.8 All fire-fighting equipment on site is subject to an annual maintenance service.

3.5.9 The Site Manager will undertake a monthly check to ensure that all fire-fighting equipment is available for use and operational and without evidence of tampering.

3.5.10 Fire equipment identified as defective (including needing recharging) is to be immediately removed from service and reported to the Site Manager, who will notify the contractor for replacement.

3.5.11 Emergency Lighting systems will be checked monthly by the Site Manager and annually by contractor under the terms of the service agreement.

3.5.12 Written emergency procedures are detailed within the Emergency Procedure folder on the Trust SharePoint Drive. Instructions in case of fire are detailed to all staff and also included in the induction process of all new teaching and support staff. Fire awareness training is also given to staff annually on Smartlog.

3.5.13 Details of service isolation points (i.e. gas, water, electricity) are located in the Site Managers office and on the One Drive.

3.5.14 The location of flammable substances are signposted and information held by the Site Manager.

3.5.15 All hard copies of maintenance, inspection and service records are held in the Site Managers office and an electronic copy on the Site Team SharePoint Drive.

3.5.16 Hard Copies of all information relevant to the Emergency Services, in the event of a fire, are held in the Fire Folders, which are located next to each Fire Panel. This includes:

- Floor Plan (with rooms numbered)
- Fire evacuation procedure
- Location of firefighting equipment
- Location of active fire protection systems
- Location of isolation of services:
- Location of Emergency Lighting
- Location of Fire Assembly points
- Location of any hazardous substances
- Location of lifts
- Asbestos location (basic map)
- Fire Risk Assessment

3.6 Accidents and near misses

3.6.1 In the event of an accident or near miss taking place either at the academy, or off-site on an academy-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.

3.6.2 First aid boxes are located at various locations within the school premises and are signposted.

3.6.3 The First aid boxes will be checked each term ensuring that they are complete and replenished as necessary by a qualified first aider.

3.6.4 The Head of School/Headteacher will ensure that trained First Aiders have a current certificate, recognised by the HSE and that new persons are trained should first aiders leave. Unqualified Staff, Trained in Basic First Aid

3.6.5 Blood Spillages: Appropriate guidance on protection from blood-borne viruses and basic infection control will be followed.

3.6.6 Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or guardian. If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of academy staff will accompany the pupil to hospital directly from the scene of the accident and wait for the parent to arrive.

3.6.7 Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/First Aid room until they can be collected.

3.6.8 Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in

a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

3.6.9 The Trust has accident forms which must be completed and stored for all accidents, major and minor.

3.6.10 An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences'' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

3.6.11 Senior managers or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

3.6.12 Accident forms will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

3.6.13 For further information please refer to NET Academies Trust First Aid Policy, which is available on the Trust SharePoint Drive.

3.7 Building and site maintenance

3.7.1 The Estate Manager is responsible for ensuring that the academy premises are maintained so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole academy community.

3.7.2 Each academy will appoint a named person to be responsible for reporting any health and safety concerns relating to the academy premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

3.7.3 Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Reinforced Autoclaved Aerated Concrete (RAAC)

- Legionella
- Construction, Design and Management Health and Safety file (formerly Operations & Maintenance records (O&Ms))
- LOLER records
- Machine / equipment testing and certificates
- Gas safety certificates
- Electrical safety certificates
- Fire risk assessment and safety certificates
- Miscellaneous other safety certificates

3.8 Security

Security, of not only premises, but also staff and pupils, is of the utmost importance. Control measures are in the hands of the Site Manager in liaison with the Head of School/Headteacher and the local governing body.

Access to visitors, delivery and contractor vehicle drivers will be monitored at all reasonable times and all necessary procedures will be enforced to confirm to the latest DBS directives.

Signage is in place to ensure all visitors are directed to the reception where they are required to register their details, prior to being given authorisation to enter the Academy.

Premises are locked up securely by a member of the site team at the end of the day, and all doors, windows and gates are securely fastened. Intruder alarms are set and, where appropriate, an external independent monitoring station will alert a member of the premises team should an alarm be activated.

Regular site and boundary inspections are made by members of the site team to ensure that no boxes or bags are left unattended and that anyone found on site not known to a member of staff, will be challenged.

All members of the Academy staff are actively encouraged to report to the Head of School/Headteacher anything they see as suspicious.

3.9 Lettings / Shared Use of Premises

Lettings are managed by the Site Manager.

Please refer to the separate Lettings Policy for further details.

Any hirers of the Academy premises are responsible for ensuring that they use them correctly. The Trust recognises its duty as controller of the premises and will ensure that:

- Premises hired are in safe condition and fit for the purpose of the hire;
- Arrangements for emergency evacuation are adequate;
- Fire-fighting equipment is in place and operational;
- Proper physical security arrangements are made;
- Insurance requirements are met.

3.10 Asbestos

The Trust will ensure that a suitable and sufficient assessment is carried out by a competent contractor to establish whether asbestos is, or is liable to be, present in its premises. The assessment, its conclusions and reviews will be recorded. A written Asbestos Management Plan identifying where asbestos exist, or is assumed to exist, will be prepared and measures detailing how the risk will be managed specified within it. The Trust will only use Surveyors who are UKAS Accredited or have a quality procedure that is compliant with HSG264, and who use analysts who are UKAS Accredited to ISO/IEC17025.

Site Communication

3.10.1 The asbestos register is available in the Main School Office / Site Managers Office and on the Premises and Site Team SharePoint Drives.

3.10.2 A Contractors Asbestos Register is available in the School Office and all contractors are required to read and sign the survey prior to any work commencing on the fabric of the building or fixed equipment. All staff, volunteers, and contractors will be made aware of the presence of asbestos, and where ACMs (Asbestos Containing Materials) have been identified as being present, if they are likely to disturb it as part of their role.

Monitoring

3.10.3 Where ACMs are in good condition or have been sealed or repaired, they may be left in place. This decision will be made if it is deemed safer to leave them in place rather than disturb them by removal. Where this decision has been made, the condition of the asbestos containing material will be monitored by the Site Manager on a monthly basis, a photograph of the ACM will be uploaded to the Compliance System as a reference for monitoring.

3.10.4 All removal or repair works will be undertaken by a licensed asbestos removal contractor.

Training

3.10.5 The Site Managers receive face to face Asbestos Awareness Training and annual online training.

3.10.6 The Senior Leadership Team receive Asbestos Awareness training applicable to their level of responsibility.

Asbestos Consultants

3.10.7 Competent Asbestos Consultants will give qualified advice regarding asbestos where called upon.

3.10.8 The Asbestos Consultants will assess, review and recommend management actions in light of inspection findings and changes in Regulations or current good practice.

Refurbishment and Demolition Survey

3.10.9 A Refurbishment and Demolition Survey (R&D) is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place, or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. An R&D survey may also be required in other circumstances e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Staff are advised to inform the Site Manager immediately if the ACM is disturbed or damaged. Please note that even drilling a hole or pushing a drawing pin into materials containing asbestos may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Site Manager. In the event of an uncontrolled release of asbestos, the Site Manager must follow the emergency procedure flowchart, available in the Asbestos Management Plan.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Head of School/Headteacher and the Site Manager.

3.11 Legionella

The Academy complies with advice on the potential risks from legionella and has a Legionella Risk Assessment in place for each Academy. Further advice will be sought from external competent professionals as to how to manage the risk, as necessary.

The Site Manager is responsible for identifying and flushing rarely used outlets on a weekly basis and after Academy holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis. All checks are recorded on the Compliance System.

The Site Manager will ensure that any showers or other areas, where water droplets are formed, are disinfected and descaled on a quarterly basis.

3.12 Lone Workers

3.12.1 There will be some situations where staff at the academy will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the academy at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the academy has provisions in place to both identify and manage these risks.

3.12.2 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

3.12.3 As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.
- Obtain the Head of School's/Headteacher's/Site Manager's permission and notify them on each occasion when lone working will occur;
- Report any incidents or situations where you may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential;
- Our policy is that home visits should always be undertaken by two members of staff together. Should a member of staff need to work alone off site, (e.g. when visiting homes), they must notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar);
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. You should not enter the premises unless you are sure it is safe to do so;

3.12.4 Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

3.12.5 Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

3.12.6 Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

3.12.7 It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

3.13 Violence in the workplace

3.13.1 The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

3.13.2 The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

3.14 Vehicle and pedestrian segregation

3.14.1 Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

3.14.2 Traffic entering academy premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

3.14.3 Where bus operators are required to collect / drop off children, the Trust will follow its selecting and managing contractor's policy. Specifically, the Trust will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

3.14.4 Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

3.14.5 Vehicular access to the Academy is restricted, where possible, to Academy staff and visitors only and not for general use by parents / carers when bringing children to the Academy or collecting them. Pedestrian gates are closed between 9.30am - 3.15pm and 4.30pm – 8.30am.

3.14.6 As far as is possible, deliveries and collections to the Academy are arranged away from Academy arrival and departure times.

3.15 Emergency procedures

3.15.1 In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the academy will carry out its emergency procedures which include:

- Raise the alarm,
- Evacuate,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

3.15.2 There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the academy itself.

3.15.3 It is important that parents inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.

(a) How the academy communicates with parents/families/carers during an emergency

- Telephone call to home number of parent/s
- Telephone call to emergency contact
- Text message
- Email
- Mobile communication platform e.g. Arbor

(b) The academy will take proactive measures to prevent emergencies, and the academy's health and safety provision outlined in this policy is designed with this in mind.

3.15.4 Each Academy has a Business Continuity Plan in place, which is reviewed annually and details the actions to be taken, and by whom, in an emergency situation. A procedure for actions in the event of a power outage, is also available and has been distributed to the Heads of School/Headteacher, Office Managers and Site Managers.

3.15.5 Each academy will be a qualifying premises under the Terrorism (Protection of Premises) Act 2025.

3.15.6 The Trust will be named as the Responsible Person. The Responsible Person will notify the Security Industry Authority ("SIA") of the Trust's status as a qualifying premises.

3.15.7 Each site will have in place plans improving security awareness and preparedness to respond to terrorism and other major incidents. Risk assessments will be carried out for each building. The Academy's risk assessments and preparedness plans will adopt written provisions for:

– the evacuation of pupils and employees

– the invacuation of pupils and employees

- lockdown (securing the premises against attackers)

– communication to pupils and employees

3.15.8 All students, staff and visitors are expected to be vigilant and aware of anything that looks out of place or suspicious in their surroundings.

3.15.9 The Trust expects all employees to:

(a) comply with training requirements to ensure they recognise the signs of suspicious behaviour

(b) report any suspicious behaviour to the Responsible Person

(c) familiarise themselves with the risk assessments in order to respond to alerts and execute the emergency procedures and preparedness plans in the event of an incident. Information on preparedness can be found in.

(d) comply with the regulator (the Security Industry Authority) in requests to visit or inspect the premises.

3.16 Control of Substances Hazardous to Health

3.16.1 There are areas in the academy where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the cleaner's cupboard. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals

- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils.

3.16.2 All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff will be taught to recognise signs and any posters in use will display signs.

3.16.3 Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

3.16.4 Substances that are for use in the science classrooms are under the responsibility of the Science Lead. For more information on the control of these substances please see the supporting science department health and safety document; which can be found on the Trust SharePoint Drive.

3.17 Occupational Health / Welfare

3.17.1 The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

3.17.2 We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the academy will do everything that it can to support them.

3.17.3 We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

3.17.4 The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our academies.

3.17.5 Provision is made for all staff whose health affects their work, especially if stress related.

Provision may include:

- Training and raising awareness;
- Access to counselling;
- Identification of stressful periods in the year;
- Monitoring and evaluation of staff attendance patterns;
- Support for staff on their return to work;

- Implementation of workforce reform;
- External agency support;
- The use of access equipment is restricted to authorised users

3.17.6 Where a member of staff is deemed to be under extreme stress or suffering from anxiety, the Head of School/Headteacher will be informed. Systems such as the Performance Management Scheme and staff mentoring are established to help reduce risk of stress building up to a point when someone finds it impossible to continue to work.

3.17.7 The Trust has a Managing Stress and Mental Wellbeing Policy in place, which includes resources to support employees such as a Wellness Action Plan and a template Stress Risk Assessment.

3.18 New and Expectant Mothers

3.18.1 Employers are responsible for providing a safe working environment while effectively managing risks to the health and safety of all workers, including women of a childbearing age.

3.18.2 We will carry out an individual risk assessment for pregnant workers and new mothers. This applies to workers who:

- are pregnant
- have given birth in the last 6 months, or
- are currently breastfeeding

3.18.3 A risk assessment will be carried out to ensure that there are no risks to the expectant mother of baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered).

3.18.4The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

3.18.5 If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds

3.18.6 Further guidance and a template New and Expectant Mother risk assessment is available on the HSE website:

https://www.hse.gov.uk/mothers/employer/index.htm

3.19 Off-site visits

3.19.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the board of trustees will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the Head of School/Headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visits, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the Head of School/Headteacher or group leader reports back after the visit.

3.19.2 Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding

3.20 Selecting and managing contractors

3.20.1 It is vital that any company or persons invited into the academy under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

3.20.2 It is the trustees' responsibility to select and oversee the management of contractors.

3.20.3 When engaging a contractor, the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications, experience and competence
- references
- insurances and certifications
- memberships of professional trade bodies
- safety method statements and risk assessments

3.20.4 We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

3.20.5 For information on safeguarding pupils against visitors or contractors to the academy, please read our school Child Safeguarding and Protection Policy.

3.21 Food Safety and Hygiene including Allergens

3.21.1 The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

3.21.2 A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

3.21.3 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, site managers, catering staff, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

3.21.4 The Trust takes all allergies seriously and it is important that parents inform the academy immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

3.21.5 The Trust operates its academies in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:

- The food's name

- A full list of ingredients, emphasising any allergenic ingredients

3.22 Site security and visitors

3.22.1 School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

3.22.2 To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site,
- Have designated key holders
- Engage the services of an alarm monitoring company

3.23 Medicines

3.23.1 Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

3.23.2 We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policy on Supporting Pupils with Medical Conditions, which is available on the Trust SharePoint Drive.

3.23.3 Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

3.23.4 No member of staff should administer any medicines unless a request form has been completed by the parent / carer. The circumstances in which the academy will administer medicines will be set out in the child's Individual Health Plan.

3.23.5 Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

3.19.6 The only medication kept and administered within Academy are those prescribed specifically for a pupil at the request of the parent / carer and with the consent of the Head of School/Headteacher. Records of administration will be kept by Reception.

3.19.7 All medications kept in the Academy will be stored securely in the School Office with access strictly controlled, with the exception of asthma pumps and EpiPens which will be kept in the child's classroom. A log of medications will be maintained. If pupils refuse to take medication, staff should not force them to do so. Parents / carers should be informed as a matter of urgency and if necessary, the Academy should call the emergency services.

3.19.8 The Head of School/Headteacher will arrange for staff to undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) as appropriate.

4.0 - Concluding Statement

4.1 - Suggestions from any source to improve standards of health and safety are welcomed by The Board of Trustees, Chief Executive Officer, Head of School/Headteacher and the local governing body.

5.0 - Approval and Review

5.1 - This policy has been approved by the Board of Trustees in November 2026.
5.2 - This policy shall be reviewed no less than once every year to ensure its continued effectiveness and compliance with the law and regulations.
5.3 - Next review date: October 2027.