Three Counties Academy Trust

Health and Safety Policy

#HS1

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Version history

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Policy Abbreviations and Acronyms

AfPE	Association for Physical Education	**GP**	General Practitioner
AIP	Alliance in Partnership	**HACCP**	Hazard Analysis and Critical Control Point
AMPS	Asset Management Property Services	**HSE**	Health and Safety Executive
CEO	Chief Executive Officer	**MIS**	Management Information System
CFO	Chief Financial Officer	**PAT**	Portable Appliance Testing
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services	**PEEP**	Personal Emergency Evacuation Plan
COSHH	Control of Substances Hazardous to Health	**PPE**	Personal Protective Equipment
CCTV	Closed-Circuit Television	**PTFA**	Parent, Teacher and Friends Association
DATA	Design and Technology Association	**RIDDOR**	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DfE	Department for Education	**SHE**	Safety, Health and Environment
DSE	Display Screen Equipment	**TCAT**	Three Counties Academy Trust
EVC	Educational Visits Coordinator	**WEX**	Work Experience
GCC	Gloucestershire County Council		

NB. Where the term "parent" or "parents" is used this includes those who act as carers or have parental responsibility.
NB. Staff roles noted within this policy may also include those staff performing that role in an 'Acting' capacity.

Part 1: Trustee Declaration of Intent

As the Trustees of Three Counties Academy Trust (TCAT), we are committed to safeguarding the health, safety and wellbeing of the TCAT's staff, pupils, users, carers, volunteers, partners, contracted providers and others affected by our activities.

We will ensure the effective management of all activities within our control. To achieve this, we will make available appropriate resources, information, training and supervision to ensure the necessary competence in all managers and employees. TCAT will also secure competent advice and support – currently from Gloucestershire County Council (GCC).

To promote a positive culture, our CEO, CFO and Central Team will provide visible leadership and continue to embed health and safety into our business planning. We will focus our attention on significant risk and ensure that we are supported by comprehensive strategic level management information which enables us to respond in a pro-active rather than a reactive manner. Objectives will be prioritised and detailed within a plan which will address the significant risks identified by the CEO, CFO and Central Team. TCAT's ongoing H&S planning will be influenced by managerial decision making and needs arising from organisational change plus, the reporting of performance and accidents and near misses.

In addition to our responsibilities for maintaining a healthy and safe working environment for staff and members of the public, we have a specific responsibility to younger, disabled, vulnerable and disadvantaged users; this includes consistently supporting them and ensuring that services are delivered in a safe and effective way. In areas of significant risk and importance the Trustees of TCAT will take on board lessons learned and will share that learning across the operational elements of the TCAT structure.

To promote ownership of risk, the CEO, CFO and Central Team will have responsibility for the services that they are directly accountable for. This will include the identification of the significant risks that exist and the development of control measures to reduce those risks. Performance measures will be updated annually to review the success of the controls and will be reported to the CEO, CFO and Central Team. The CEO, CFO and Central Team will be required to assess the effectiveness of the safety management systems for the services within TCAT.

The CEO, CFO and Central Team will review performance through formal reports on a quarterly basis and by the inclusion of health and safety as a regular item on all 1:1's and management team meetings.

To promote a positive health and safety culture we will provide a consistent approach to the management of significant risk by promoting the use of a structured Health and Safety Management System. This will be supported by managerial training, senior management safety tours, health and safety appraisal objectives and the monitoring of health and safety performance standards which will be reported to the TCAT Trust Board.

To improve wider ownership of health and safety, we will support and involve our employees, through for example, the setting up and use of consultation mechanisms as they are key to the identification and control of risk through their sector experience. We will ensure that they are competent to deliver our services in a safe manner, and we will accept and promote the shared ownership of risk when accidents occur. The TCAT Trust Board will maximise the lessons learned by recognising that the root causes generally relate to managerial responsibilities and strive to ensure continuous organisational improvement.

When TCAT provides services to users through a third party we will both require and demand exemplary levels and standards of service provision. There will be monitoring and reporting on the service provided by third parties, and this will support our partners in meeting our expectations. The control of risks within contracting and commissioning will require specific and detailed arrangements to ensure that they are robust and effective.

The nature of our service users means that the risks and challenges faced by our staff are dynamic and challenging. Our management processes and procedures will need to reflect this.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team are responsible for:

- Providing a safe and healthy working and learning environment throughout the entire TCAT estate
- Ensuring that TCAT premises are maintained in a safe condition
- Maintaining safe access to, and egress from, TCAT premises
- Preventing accidents and work-related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities including off-site visits
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction, and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring a healthy working environment is maintained including adequate welfare facilities
- Ensuring adequate resources are made available for health and safety issues so far as is reasonably practicable
- Ensuring safe use, handling, and storage of substances at work

Part 2: Policy

Statement of intent

It is the policy of Three Counties Academy Trust (TCAT) to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school(s) and others who may be affected by our undertaking.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team recognise and accept their responsibilities under law. As responsible employers and persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

TCAT and our schools are committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the Trust Board, Executive and School Leaders and relevant members of the TCAT Central Team.

In addition to the above commitment, the Trust Board (including where delegated the LGB), Executive and School Leaders and relevant members of the TCAT Central Team also recognise their obligations to non-employees, and provide trainees, members of the public, pupils, contractors, other users of TCAT's premises and facilities, etc, or anyone who is or may be affected by our activities with the necessary information, instruction, training, and supervision available to ensure the safety of those affected.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team will ensure the provision of adequate resources, including reasonable levels of finance to implement this policy.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team are committed to the arrangements stated in this policy and all members of staff are required to comply. They are encouraged to support The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team commitment to continuous improvement within TCAT and our individual school's health and safety performance. For this policy to be effectively implemented, TCAT requires the full compliance of employees and others who use any of our premises.

This policy and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This policy together with the organisational structure and the following arrangements and procedures, has been approved by the Trust Board.

Signed

CEO ……

Date ……

Member, Trustee, Local Governor and Staff Summary

Legal Framework

- TCAT complies with all relevant health and safety legislation, regulations and statutory guidance
- The latest legal requirements and guidance will always be followed, even where updated during the life of the policy
- Health and safety responsibilities extend to employees, pupils, volunteers, visitors, contractors and others affected by TCAT's activities

Health and Safety Commitment

- Providing safe and healthy working and learning environments across all TCAT sites
- Preventing accidents, injuries, work-related ill health and avoidable risks
- Ensuring adequate resources, training, supervision and support are available
- Promoting a positive culture where health and safety is everyone's responsibility
- Embedding continuous improvement through monitoring, review and learning from incidents

Roles and Responsibilities

- Trustees, Local Governors, leaders and managers are responsible for implementing, monitoring and reviewing health and safety arrangements
- Staff must follow policies and procedures, use equipment safely and report concerns promptly
- Pupils are expected to follow safety rules and act responsibly towards themselves and others
- Safety representatives may investigate concerns, review incidents and undertake inspections

Communication

- Health and safety information is communicated through meetings, training, inductions, emails and direct communication
- Visitors and volunteers receive appropriate site information, identification and safeguarding guidance
- Staff are consulted on health and safety matters and encouraged to raise concerns and suggestions

Risk Assessment

- Risk assessments are undertaken for significant activities, premises, curriculum areas and educational visits
- Assessments are reviewed annually or sooner where circumstances change
- Control measures are communicated to relevant staff and incorporated into practice
- External providers and hirers are expected to maintain suitable risk management arrangements

Specific Risks

- Arrangements are in place for specialist curriculum areas and practical activities
- Risks associated with DSE, hazardous substances, lone working and manual handling are managed through assessment and control measures
- Appropriate procedures support educational visits, work experience, PPE provision and workplace violence prevention
- Staff receive training and guidance relevant to their responsibilities

Premises Risks

- TCAT manages risks relating to asbestos, legionella, gas, electricity, glazing and machinery
- Contractors, lettings and maintenance activities are controlled through defined procedures and risk assessments
- Security measures include visitor management, access controls, CCTV and site supervision
- Regular inspections help identify and address hazards promptly

Health, Wellbeing and Emergency Planning

- Procedures are in place for infectious diseases, medical conditions and medication administration
- Business continuity, invacuation, lockdown, evacuation and emergency response plans are maintained and tested
- Fire safety arrangements include risk assessments, drills, training and PEEPs where required
- Staff wellbeing is promoted through supportive management, occupational health services and employee assistance provision
- Systems exist for reporting, investigating and learning from accidents, incidents and near misses

Monitoring and Audit

- Regular inspections and monitoring are undertaken across all sites
- Health and safety performance is reviewed through governance and management processes
- Findings are recorded, followed up and used to strengthen arrangements
- Trends and incidents are analysed to inform improvement actions

Training

- Training needs are assessed for all relevant roles
- Health and safety training records are maintained centrally
- Staff receive updates, refresher training and role-specific guidance where required
- Volunteers receive induction and appropriate health and safety information before supporting activities

Environmental Management

- Schools seek to minimise waste, maximise recycling and comply with environmental requirements
- Climate Action Plans are implemented and reviewed as required
- Hazardous and general waste are managed and disposed of appropriately and lawfully

Catering and Food Hygiene

- Catering providers must operate effective food hygiene and safety systems
- Food preparation, storage and serving arrangements are monitored and controlled
- Catering staff receive appropriate food hygiene training
- Food hygiene inspections and compliance information are shared with schools and the Trust

Health and Safety Advice

- Competent health and safety advice is available to support schools and the Trust
- Staff should seek guidance whenever they are unsure about any health and safety matter

- Concerns and unsafe conditions should be reported immediately and addressed without delay
- Health and safety remains a shared responsibility across TCAT

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended)
- Construction (Design and Management) Regulations 2015 (as amended)
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- School Premises (England) Regulations 2012 (where applicable)
- Ionising Radiations Regulations 2017 (as amended)
- Food Information (Amendment) (England) Regulations 2019
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Leading sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and further education'
- UK Health Security Agency (2026) 'Health protection in children and young people's settings, including education'
- HSE 'Advice for schools and colleges' (work experience)
- HSE 'Advice for work experience organisers'
- DfE (2026) 'Careers guidance and access for education and training providers'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Adverse Weather Plans
- Bomb Threat Checklist

- Invacuation, Lockdown and Evacuation Plans
- Personal Emergency Evacuation Plans (PEEPs)
- Premises Management Reports
- School Uniform Requirements
- Whole-School Food Policy (CU4)
- Educational Visits and School Trips Policy (CU10)
- School Meal Provision and Debt Management Policy (FI6)
- Lettings Policy (FI7)
- Data Protection Policy (FI20)
- Risk Management Policy (FI25)
- School Uniform Policy (GN3)
- Adverse Weather Policy (GN4)
- Minibus Policy (GN10)
- Managing Attendance Policy and Procedures (HR6)
- Lone Worker Policy (HR17)
- Staff Wellbeing Policy (HR33)
- Work Experience (Trust Premises) Policy (HR34)
- Family Leave Policy (HR36)
- Unreasonable Behaviour Towards Staff Policy (HR45)
- First Aid Policy (HS2)
- Manual Handling Policy (HS4)
- Working at Heights Policy (HS5)
- Display Screen Equipment (DSE) Policy (HS6)
- COSHH Policy (HS7)
- MAT Asbestos Management Policy (HS10)
- MAT Fire Safety Policy (HS11)
- Legionella Health and Safety Policy (HS13)
- Child Protection and Safeguarding Policy and Procedures (SG1)

- Supporting Pupils with Medical Conditions Policy (SG4)
- Physical Intervention Policy (SG7)
- Risk Assessment Policy (SG8)
- Allergen and Anaphylaxis Policy (SG17)
- Administering Medication Policy (SG20)
- Infection Control Policy (SG32)
- Invacuation, Lockdown and Evacuation Policy (SG33)
- Trust and School Security Policy (SG34)
- Visitor Policy (SG47)
- Contractors Policy (ST2)
- School Cleaning Policy (ST3)
- Smoke-Free Policy (ST4)
- Premises Management Policy (ST6)

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website.

2. Roles and responsibilities

The Trust Board and where delegated Local Governing Bodies will be responsible for:

- Ensuring there are effective and enforceable arrangements for the provision of Health and Safety throughout TCAT’s individual schools
- Periodically assessing this document and monitoring its effectiveness, ensuring that any necessary revisions are made

The CEO will be responsible for:

- Ensuring that all TCAT schools implement this and associated policies with fidelity
- Monitor compliance with this and associated policies
- Review the operational effectiveness of this policy annually

Executive Headteachers, Headteachers and, where delegated, Heads of School will be responsible for:

- Implementing this policy and all associated policies with fidelity within their school
- Monitor compliance with this and associated policies within their school

The Trust Estate Manager will be responsible for:

- Taking effective action and/or immediately refer to the Chief Finance Officer (CFO) any health and safety issue brought to their attention, this includes the cessation of any practices, or the use of any premises, tools or equipment considered unsafe

The CFO will be responsible for:

- On receipt of a report of a health and safety issue from the Trust Estate Manager or relevant School Leaders, evaluate the risk and take corrective action as required

The EVC will be responsible for:

- Ensuring health and safety standards for off-site activities and educational visits are known, planned for and followed
- The aim of any educational visit is achievable safely

All staff will be responsible for:

- Complying with the Health and Safety Policy and all associated policies at all times
- Cooperating with Trust and School Leaders in complying with relevant health and safety legislation
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate Line Manager or if not available a suitably senior school or Central Team colleague any hazardous situations and defects in equipment or policy and procedure used anywhere across the TCAT estate
- Report any incidents in line with established reporting procedures
- Act in accordance and fidelity with any specific health and safety training received
- Exercise a high standard of housekeeping and cleanliness

Where a Safety Representative, who may be appointed by a recognised Trades Union requests it, they will be allowed to:

- Investigate accidents and potential hazards
- Pursue employee complaints
- Carry out school inspections within directed time, but wherever practicable outside of any teaching commitments
- Access certain information e.g. information relating to accidents

Pupils, as relating to their age and aptitude, will be responsible for:

- Exercising personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with health and safety hygiene
- Observe all the health and safety rules set by TCAT and our schools, and in particular any instructions given by staff during any emergency situation, including, but not limited to, instances of invacuation, evacuation and lockdown.
- Not wilfully misuse, neglect or interfere with anything provided for the health and safety of themselves or others, e.g. fire control and alarm systems

3. Communication

TCAT recognises and values the importance of clear and accurate communication with all of our stakeholders.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team communicate with employees via verbal communication, staff meetings, performance reviews and email where applicable.

All visitors sign in on arrival at any TCAT site and are provided with an identification badge and safeguarding brief.

School Leaders communicate with pupils through lesson plans, the school council, verbal communication etc.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team communicate with parents via admissions processes, the school prospectus and website, direct communication, newsletters, and teacher to parent text messaging services including those offered through our Management Information System (MIS).

Volunteers will complete a simple induction programme and will sign in and out of any TCAT site on each visit. They will be provided with a visitor's badge.

TCAT communicates with our contractors via the work planning process and verbal communication.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team recognise the importance of consulting with employees on health and safety matters. This is achieved by email, staff meetings or direct communication.

4. Risk assessment

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team use the GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team have responsibility for undertaking risk assessments.

Activity providers/lettings external to TCAT, will also ensure their risk assessments are suitable and sufficient. Generic risk assessment for school activities may be used and the use of the various Risk Assessment Toolkits (or other templates) to fulfil this function and any required adaptations for local considerations is the responsibility of the Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team.

Risk assessments are circulated electronically to all employees (where applicable) and discussed during inset days and appropriate staff meetings.

The normal review process will see risk assessments updated on an annual basis, or if there are any changes, for example changes in legislation or after any incidents which may inform and improve risk assessments takes place.

The EVC has responsibility to oversee risk assessments for trips. Each TCAT school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

Class and Subject Teachers ensure that risks related to curriculum areas are identified and controlled and where necessary refer to material such as CLEAPSS, AfPE, DATA and SHE guidance etc.

Further information is available in TCAT's Risk Assessment Policy.

5. Specific risks

Departmental and Specialist Health and Safety Arrangements

Heads of Faculty/Department are responsible for ensuring suitable health and safety arrangements are in place for activities within their areas, including appropriate risk assessments, safe working procedures, staff competency, information, instruction, and pupil supervision. Departmental arrangements will be reviewed and communicated to relevant staff.

Specific arrangements are maintained, where applicable, for:

- **Science** – practical activities, chemicals, biological type materials, specialist equipment and relevant CLEAPSS guidance
- **Design & Technology and Mechanical Workshop** – machinery, tools, hazardous substances, safe systems of work and staff competency
- **Art** – materials, substances, tools, equipment, and practical activities
- **Drama and Performing Arts** – practical activities, staging, lighting, props, scenery, productions, and performances
- **Physical Education and Sport** – activities, equipment, facilities, pitches, and supervision
- **Animal Care** – animal handling, hygiene, equipment, and associated hazards
- **Facilities and Site Management** – maintenance, inspections, contractors, and property-related risks
- **Catering** – provided by an external contractor operating under its own health, safety, and food safety arrangements, with responsibilities between the school and contractor clearly defined

Detailed controls are contained within the relevant departmental risk assessments, procedures, and specialist guidance, which should be read alongside this overarching Health and Safety Policy.

Display Screen Equipment (DSE)

The majority of staff within the school are not considered to be DSE users (workers who use DSE daily, for continuous periods of an hour or more, HSE). The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes, or office layouts change or when there are staff changes.

Further information is available in TCAT's Display Screen Equipment (DSE) Policy.

Hazardous Substances

Where hazardous substances are used, a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.

Further information is available in TCAT's COSHH Policy.

Lone Working

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

Our TCAT Lone Worker Policy carries a number of measures to mitigate risks associated with lone working where it takes place, including but not limited to:

- A second person knows that a member of staff is in the school alone (this can be a family member)
- Locking doors – all internal doors are kept locked outside school hours
- Access to a phone including mobiles

Staff manage their own time on TCAT sites during holidays (but are required to notify the Trust Estate Manager or Site Team Member that they are on site).

Staff members responsible for the locking and unlocking of TCAT premises are expected to be off site by an agreed time.

Manual Handling

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health, as necessary.

Loads should be broken down for easier movement, where possible. Employees will help others with handling operations where applicable. Employees should use manual handling aids e.g. a sack truck as appropriate. Employees should agree methods for regular tasks e.g. setting up tables at lunchtime.

Further information is available in TCAT's Manual Handling Policy.

Moving and Handling Pupils

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team are responsible for ensuring any physical interaction with pupils is in line with the TCAT Physical Intervention Policy and Supporting Pupils with Medical Conditions Policy.

Specific information relevant to the moving and handling of pupils is included in pupil behaviour plans and where appropriate care plans/IHPs.

Employees required to be involved in the moving or handling of pupils are trained in correct moving/handling techniques, for example through Team Teach training.

Any handling aids such as hoists and lifts are inspected and serviced.

Noise

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team are aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk TCAT schools ensure appropriate control measures are put in place. Generally, noise risk is managed by keeping the dose (exposure time) low.

Grounds maintenance contractors are responsible for their own risk assessments, which should consider noise control and set the earliest and latest times at which they will be working upon TCAT grounds.

Parent, Teacher and Friends Association

TCAT schools are supported by:

- St Peters Primary School PTFA
- Stoke Prior Primary School PTFA
- Bredenbury Primary School PTFA
- Lugwardine Primary Academy PTFA
- Queen Elizabeth High School PFTA

For the purposes of this policy the “PTFA” refers to all of the above groups, though some may refer only to a PTA.
Individual TCAT schools are supported by their PTFA, although they are a separate body. PTFAs provide a forum through which parents can become more involved in the education of their children.

The Trust Board (including where delegated LGB’s), Executive and School Leaders and relevant members of the TCAT Central Team ensure:

- Risk assessments are carried out for PTFA run events and adequate insurance is in place
- Event security is considered
- Measures used during events include for example adequate supervision, food hygiene, and controlling vehicle movements
- At least one member of school staff is in attendance during events

Personal Protective Equipment (PPE)

Executive and School Leaders and relevant members of the TCAT Central Team assess on the basis of a risk assessment and COSHH assessments where the need for PPE is identified as a control measure. Where it is decided that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

Playground Supervision/Play Equipment and Maintenance

Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in any TCAT playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process:

- Risks are assessed using the SHE Information Sheet relating to Playground Supervision
- Playgrounds and Equipment are inspected annually by the Trust Estate Manager
- Measures to manage the risk include members of staff on duty at playtime/break and at lunchtime

School Trips/Offsite Visits/ School Transport

TCAT schools comply with DFE Guidance and TCAT's Educational Visits and School Trips Policy on offsite visits and school journeys.

An emergency bag is taken offsite with emergency and medical details. Emergency first aid kit plus spare clothes for children. Staff use their own mobiles in the event of an emergency where they do not have access to a TCAT issued device.

Only reputable coach companies are used for TCAT bookings. When a minibus is used, TCAT's Minibus Policy will be complied with.

Security Arrangements

Risks to security of TCAT premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- Door security, including fobbed access
- Visitor signing in and identification badges via an electronic system
- Use of smart water protection
- Staff challenge to any strangers on TCAT estate
- Secure estate fences, hedges and gates ensuring gates are locked where applicable
- GCC SHE Security Survey carried out
- CCTV
- Supervision and vigilance at all time

- Adherence to TCAT's Trust and School Security Policy

Work Experience Placements

Work experience (WEX) co-ordination follows the working practices outlined in: 'Work-related learning and the law,' Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools.'

WEX placements taken on TCAT sites are mainly from local secondary schools who are responsible for providing information to the school.

A full induction process is completed.

Further information can be found in TCAT's Work Experience (Trust Premises) Policy, which is adhered to for all on-site placements.

Working at Height

The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit and TCAT's Working at Height Policy. Frequent documented checks take place to ensure the safe working condition of access equipment.

Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The relevant TCAT school will discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place.

Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable).

Contractors will comply with TCAT's Contractors Policy.

Unreasonable Behaviour and Workplace Violence to Employees and Behaviour Management

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team are aware of their responsibility for assessing the risks of unreasonable behaviour including violence to staff and where violence is identified as a significant risk will ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process as outlined in TCAT's Unreasonable Behaviour Towards Staff Policy.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team will put procedures in place for dealing with difficult parents, follow up on incidents (or near misses) and will ensure training is provided, as necessary.

6. Premises risks

Asbestos

To minimise the risk from asbestos containing materials on the TCAT estate, The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team maintain a safe and healthy environment by complying with all regulations concerning the control of asbestos and full adherence to the TCATs Asbestos Management Policy and associated plans.

Water Hygiene/ Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken, and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented, and the site logbook is used. A process is also in place to deal with any actions should they arise.

Further information is available in TCAT's Legionella Health and Safety Policy.

Building Contractors

When work involves handing over part of any of the TCAT estate to a contractor, hazards associated with this activity are controlled by effective supervision of pupils and contractors whilst they are on any TCAT site, and compliance with TCAT's Contractors Policy.

Hazards associated with site maintenance activities are controlled by planning the work (where possible when pupils are not on site), taking risks into account and the use of correct working practices and approved contractors.

Small scale building works are those which include day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, inspecting the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

Service Contractors

Service contractors have regular access to the TCAT estate as specified by a contract. The service contract specifies what work is expected of them and what they can expect from TCAT. Contractors follow their own safe systems of work, and their working methods consider how they will impact upon staff, students, the local community and other visitors on site. TCAT provides details of its safe systems of work to the contractors where relevant. and all contractors are consulted over emergency arrangements.

Caretaking and Grounds Maintenance/Safety

TCAT identifies risks associated with caretaking, grounds maintenance, and identifies any risks through the risk assessment process.

Caretaking is conducted in house by members of staff who have adequate training for the tasks carried out. Grounds maintenance is carried out by contractors at individual sites.

Cleaning in-house

A cleaning schedule is in place which is monitored by the responsible person for each TCAT school. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary.

Each school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Further information is available in the TCAT School Cleaning Policy.

Gas

Fire hazards, such as naked flames, will be identified by the Fire Safety Officer or their Deputy within each school and measures will be put in place to ensure these risks are mitigated and controlled.

Stocks of flammable gases will be kept to a minimum and, where possible, outside and under appropriate secure and locked means, to ensure the risk of fires can be mitigated. If storing materials outside is not viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable gases will be kept separate from each other in storage and stored properly in suitable containers or cages.

Gas leaks will be dealt with as per the TCAT MAT Fire Safety Policy.

Fixed and Portable Mechanical and Electrical

Any necessary work and testing of electrical appliances and fixed wiring is carried out by qualified, accredited contractors or by trained internal TCAT staff. Electrical appliances are subject to appropriate formal inspection.

TCAT takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as far as is reasonably achievable.

Persons carrying out the testing and/or repair of electrical equipment or carrying out experimental work on electrical equipment or its associated connections, including TCAT staff, have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and retained.

Glass and Glazing

There is a system in place to ensure all broken glazing is reported to the Trust Estate Manager, through a known procedure, and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during regular site inspections.

Lettings and Shared Working

TCAT ensures that the hirer/tenant has public liability insurance in place to indemnify TCAT from all such hirer/tenant's claims arising from negligence, this is in line with TCAT's Lettings Policy. If any part of the TCAT estate is let, the CFO is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept, and a risk assessment is undertaken by the Trust Estate Manager and the hirer.

All relevant safety information is shared with hirers e.g. re. evacuation arrangements, first aid and alarms.

Any potential for lettings to undermine estate security has been considered and addressed. All access (e.g. supervised or keyholding) arrangements are robust and ensure the estate is secured.

Maintenance of Machinery and Equipment

Each TCAT school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is dependent on the use and type of equipment.

Risk assessments are in place and updated regularly as necessary.

Slips/Trips/Falls

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team recognise the main cause of accidents is slips, trips and falls. It is the responsibility of all staff to ensure that classrooms have clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects, or maintenance requirements are reported via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

All food spillages are cleared immediately. Cleaners are briefed not to leave hazards such as wet floors without warning signs. Cleaners are normally on site out of normal school hours.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice across the TCAT estate e.g. access/egress routes, gritting and clearing. An Adverse Weather Policy is in place, and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. There is suitable storage for salt/grit and tools on each TCAT site as well as a sufficient supply of grit/salt which is replenished as required.

Transport Arrangements (on-site)

Each individual TCAT school wherever possible avoids using the same access for vehicular and pedestrians and cyclists. Bus duties are supervised and managed by staff.

7. Health, wellbeing and emergency planning

Infectious diseases

Each TCAT school follows the National Guidance produced by the Health Protection Agency, and the procedures set out in TCAT's Infection Control Policy.

Dealing with Medical Conditions

Each TCAT school accommodates pupils with medical needs wherever practicable and refers to the DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them as per the TCAT's Supporting Pupils with Medical Conditions Policy. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Drug Administration

Each TCAT school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. Where available, the school nurse and specialist voluntary bodies provide additional background information for staff.

There is a specific procedure for administering medicines as detailed in TCAT's Administering Medication Policy, and all TCAT schools are expected to follow this with fidelity.

Emergency Management/ Business Continuity to include Pandemics

A Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press.

A verbal test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

An Invacuation, Lockdown and Evacuation Policy is in place and is shared with staff, as are school specific plans to enact an invacuation, evacuation or full lockdown scenario.

Fire Safety

Each TCAT school follows GCC's SHE Guidance. A risk assessment has been carried out, and the MAT Fire Policy is in place as well as localised plans.

Each TCAT school has a fire risk assessment and subsequent report undertaken by a competent body every 3 years.

The CFO reviews the fire risk assessment and report, and any actions within it at least annually.

Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols).

Arrangements are in place such as the control of combustible materials, good housekeeping, evacuation drills, testing and staff refresher training.

Maintenance and testing is kept up to date - copies of maintenance tests are kept by the Trust Estate Manager.

Regular evacuations are undertaken at each TCAT site. Personal Emergency Evacuation Plans (PEEPs) are in place where applicable

Staff are trained in fire awareness regularly.

First Aid

TCAT and our schools follow the statutory requirements and guidance issued by the DfE for first aid and provide suitably trained first aid staff.

TCAT centrally records first aid training, which includes dates for refresher training, and holds a list of trained first aiders. First aid is considered for offsite visits.

TCAT uses a global First Aid Policy with school specific adaptations which is subject to annual review.

Health and Well Being Including Absence Management

TCAT is committed to protecting the health, safety, and welfare of our employees. Preventing stress is a major factor in maintaining the wellbeing of our staff, which remains a key priority.

In line with the TCAT's Staff Wellbeing Policy and Managing Attendance Policy and Procedure, each TCAT school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place, and employees have access to competent advice.

TCAT provides a free Occupational Health and Employees Assistant Programme available to all staff.

Pregnant Members of Staff

The procedures in TCAT's Family Leave Policy are adhered to and as required, reasonable adjustments made.

Members of staff who are pregnant are required to inform the Headteacher/Head of School in writing at a time of their choosing so that an appropriate risk assessment of their work routines can be carried out.

Reporting of Accidents, Hazards, Near Misses and their investigation

Each TCAT school reports, and the Executive and Central Teams will investigate all accidents, incidents and near misses and adhere to the GCC SHE Procedure 'Accident Reporting and Investigation.'

In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses, and TCAT Executive Leaders and the Central Team will investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure Accident Database.

Each TCAT school will record accidents and incidents on 'SHE Assure' for RIDDOR reportable accidents.

As necessary parents are advised via notification slip/telephone call etc.

The Trust Board (including where delegated LGB's), Executive and School Leaders and relevant members of the TCAT Central Team monitor each TCAT school's first aid book, with more significant accidents investigated to identify the root causes.

The Local Governing Body in each TCAT school will review trends and use data to request a strengthening of arrangements such as playground supervision, disposal of waste, local inspections and repairs.

Smoking on Site

The entirety of the TCAT estate is designated smoke free (including electronic cigarettes), and visitors and contractors are required to conform to this status. TCAT maintains a Smoke Free Policy which is subject to regular review.

8. Monitoring and audit

Inspections

Regular safety inspections are carried out by the Trust Estate Manager using the GCC recognised format provided by Asset Management Property services (AMPS) / Diocese and the GCC SHE Governors Guide to Workplace Inspections of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled internally through the Central Team.

Inspections are undertaken at each school by Trustees and/or Local Governors on a regular basis. Records of inspections are retained and followed up where applicable and staff are vigilant.

Health and Safety and premises are discussed at TCAT's Finance, Audit and Risk Committee and the Full Trust Board.

Monitoring

TCAT has mechanisms in place for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each TCAT school, supplemented by various 'ad hoc' and un-planned checks and inspections.

9. Training

Employee Health and Safety Training/Competence

TCAT is committed to ensure our staff are competent to undertake the roles expected of them. A training needs analysis is undertaken to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered, and training

records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

Regular updates are issued to TCAT staff by bulletin as required.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to TCAT's safeguarding arrangements. Volunteers receive an induction which includes, general health and safety advice and are expected to wear a visitors' badge at all times and follow the relevant TCAT school procedures. The class teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

10. Environmental management

Environmental Compliance

Each TCAT school seeks to fulfil its waste management objectives through using only what is needed; seeking alternatives where possible; recycling as much as practicable and disposing of as little as necessary.

TCAT and our schools will comply with the directive for the provision of a Climate Action Plan, and follow this plan with fidelity, updating it as required.

Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. All general waste will be separated for disposal as required by UK law.

Waste is stored carefully on each TCAT site and in line with regulations to avoid escape within the grounds or elsewhere. An appropriate (licensed) waste contractor is used as required. Fire safety is considered e.g. the security of bins and the waste therein.

11. Catering and food hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

Catering is prepared and cooked on site at Queen Elizabeth High School under contract to Black Pepper School Lunches. Food is prepared and cooked off site and brought into TCAT Primary schools by Black Pepper and Alliance in Partnership (AIP).

In line with TCAT's School Meal Provisions and Debt Management Policy:

- Servery and food preparation/eating areas cleaned down before and after use
- A food hygiene management system (HACCP) or Safer Food Better Business is in place
- Food is probed prior to serving
- Catering staff are appropriately trained in food hygiene
- The provider of the food business is registered with the Local Authority
- Food hygiene inspection reports are shared with the TCAT and the individual school

12. Health and safety advice

Information

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk www.gloucestershire.gov.uk/she

Monitoring and review

Policy lifespan: 1 year

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇨ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇨ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 3rd November 2027.

Date approved by the Board Appointed Trustee: 4th November 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 4th November 2026.

Part 3: School specific Health and Safety Information Sheets

Part 3 is designed to complement Parts 1 and 2 of this Health and Safety Policy.

If staff have any questions on the content of the policy or do not understand any element of it, they should speak to their line manager or the Trust Estate Manager for more information.

Should any staff member feel they require any additional health and safety training to fulfil their role within TCAT this should be discussed with their line manager in the first instance.

As part of TCAT's responsibilities for Health and Safety, it is appropriate that some aspects of the policy are devolved to our individual schools. Below are overview forms for each of our schools' containing details of persons responsible and their specific roles.

These forms should be completed and held in each school office and updated as required.

REMEMBER- Health and Safety is everybody's responsibility. Staff should ensure they act in a safe manner at all times.

Should a member of staff notice anything that they believe is unsafe or see anyone acting in an unsafe manner, if possible, they should take appropriate action to make the situation safer. If it is not safe or not possible for a staff member to take immediate action, they should report the matter immediately to their line manager or the Trust Estate Manager.

BREDENBURY PRIMARY SCHOOL

Health and Safety

Overview Form

This form provides key information on the management and resources related to Health and Safety requirements at Bredenbury Primary School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

Control of Substances Hazardous to Health

Person Responsible	Job Title	Contact Details

Equipment Safety

Person Responsible	Job Title	Contact Details

Equipment Safety Co-ordinator (Trust wide) Jon Weighill Trust Estate Manager

Fire Marshalls

Person Responsible	Job Title	Contact Details

Forest School Accredited Practitioners

Person Responsible	Job Title	Contact Details

Lugwardine Primary Academy

Health and Safety

Overview Form

This form provides key information on the management and resources related to Health and Safety requirements at Lugwardine Primary Academy. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

Control of Substances Hazardous to Health

Person Responsible	Job Title	Contact Details

Equipment Safety

Person Responsible	Job Title	Contact Details

Equipment Safety Co-ordinator (Trust wide) Jon Weighill Trust Estate Manager

Fire Marshalls

Person Responsible	Job Title	Contact Details

Forest School Accredited Practitioners

Person Responsible	Job Title	Contact Details

Queen Elizabeth High School

Health and Safety

Overview Form

This form provides key information on the management and resources related to Health and Safety requirements at the Queen Elizabeth High School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

Control of Substances Hazardous to Health

Person Responsible	Job Title	Contact Details

Equipment Safety

Person Responsible	Job Title	Contact Details

Equipment Safety Co-ordinator (Trust wide) Jon Weighill Trust Estate Manager

Fire Marshalls

Person Responsible	Job Title	Contact Details

Stoke Prior Primary School

Health and Safety

Overview Form

This form provides key information on the management and resources related to Health and Safety requirements at the Stoke Prior Primary School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

Control of Substances Hazardous to Health

Person Responsible	Job Title	Contact Details

Equipment Safety

Person Responsible	Job Title	Contact Details

Equipment Safety Co-ordinator (Trust wide) Jon Weighill Trust Estate Manager

Fire Marshalls

Person Responsible	Job Title	Contact Details

Forest School Accredited Practitioners

Person Responsible	Job Title	Contact Details

St. Peter's Primary School

Health and Safety

Overview Form

This form provides key information on the management and resources related to Health and Safety requirements at the St. Peter's Primary School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

Control of Substances Hazardous to Health

Person Responsible	Job Title	Contact Details

Equipment Safety

Person Responsible	Job Title	Contact Details

Equipment Safety Co-ordinator (Trust wide) Jon Weighill Trust Estate Manager

Fire Marshalls

Person Responsible	Job Title	Contact Details

Forest School Accredited Practitioners

Person Responsible	Job Title	Contact Details

Three Counties Academy Trust

Health and Safety

Overview Form

This form provides key information on the management and resources related to Health and Safety requirements at the TCAT Central Offices. A copy of this form must be kept in the Central Team Offices and any other suitable location the appropriate person deems necessary.

Control of Substances Hazardous to Health

Person Responsible	Job Title	Contact Details

Equipment Safety

Person Responsible	Job Title	Contact Details

Equipment Safety Co-ordinator (Trust wide) Jon Weighill Trust Estate Manager

Fire Marshalls

Person Responsible	Job Title	Contact Details

Trust Glossary

AA	Admissions Authority	**H&S**	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	**HoS**	Head of School
ACM	Asbestos Containing Materials	**HSE**	Health and Safety Executive
AHT	Assistant Headteacher	**ICO**	Information Commissioners Office
AIR	Attendance Intervention Reviews	**IDSR**	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	**IHP**	Individual Healthcare Plan
APIs	Application Programming Interfaces	**IRMS**	Information and Records Management Society
ASC	Autistic Spectrum Condition	**IWF**	Internet Watch Foundation
ASP	Analyse School Performance	**KCSIE**	Keeping Children Safe in Education
ATH	Academy Trust Handbook	**KS1/2/3/4**	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	**LAC**	Looked After Child
BAT	Board Appointed Trustee	**LADO**	Local Authority Designated Officer
BCP	Business Continuity Plan	**LGB**	Local Governing Body
BFR	Budget Forecast Return	**LLC**	Low-Level Concerns
CEO	Chief Executive Officer	**LSA**	Learning Support Assistants
CFO	Chief Financial Officer	**MASH**	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	**MAT**	Multi-Academy Trust

CIN	Child in Need	**MFA**	Multi-Factor Authentication
CLA	Children Looked After	**MFL**	Modern Foreign Language
CMIE	Child Missing in Education	**NCSC**	National Cyber Security Centre
COO	Chief Operating Officer	**NoV**	Note of Visit
COSHH	Control of Substances Hazardous to Health	**NPQ**	National Professional Qualifications
CP	Child Protection	**PA**	Persistent Absence
CPD	Continuing Professional Development	**PAN**	Published Admission Number
CPOMS	Child Protection Online Management System	**PECR**	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	**PEP**	Personal Education Plan
CSE	Child Sexual Exploitation	**PEEP**	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	**PEx**	Permanent Exclusion
CWD	Children with Disabilities	**PP**	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	**PPG**	Pupil Premium Grant
DBS	Disclosure and Barring Service	**PSHE**	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	**PSED**	Public Sector Equality Duty
DfE	Department for Education	**PTFA**	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	**QA**	Quality Assurance

DSE	Display Screen Equipment	**RIDDOR**	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	**RHE**	Relationships and Health Education
DPO	Data Protection Officer	**RPA**	Risk Protection Arrangement
EAL	English as an Additional Language	**RSHE**	Relationships, Sex and Health Education
ECT	Early Career Teacher	**SA**	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	**SALT**	Speech and Language Therapist
EHA	Early Help Assessment	**SARC**	Sexual Assault Referral Centre
EHCNA	Education, Health and Care Needs Assessment	**SBM**	School Business Manager
EHCP	Education, Health and Care Plan	**SCC**	Standard Contractual Clause
EHE	Elective Home Education	**SCITT**	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	**SCR**	Single Central Record
ESFA	Education and Skills Funding Agency	**SDP**	School Development Plan
EVC	Educational Visit Coordinator	**SDQ**	Strengths and Difficulties Questionnaire
EWOSSO	Education Welfare and Safeguarding Support Officer	**SEF**	Self-Evaluation Form
EYFS	Early Years Foundation Stage	**SEMH**	Social, Emotional, and Mental Health
FBV	Fundamental British Values	**SENCO**	Special Educational Needs Coordinator
FFT	Fischer Family Trust	**SEND**	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	**SIP**	School Improvement Partner
FGMPO	FGM Protection Order	**SLA**	Service Level Agreement
FOI	Freedom of Information	**SLCN**	Speech, Language and Communication Needs
FSM	Free School Meals	**SLT**	Senior Leadership Team
FTS	Find a Tender Service	**SPOC**	Single Point of Contact
GAG	General Annual Grant	**STEM**	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	**TA**	Teaching Assistant
GIAS	Get Information about Schools	**TAC**	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	**TCAT**	Three Counties Academy Trust
HBA	Honour Based Abuse	**TUPE**	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	**VSH**	Virtual School Headteacher