Health and Safety Policy

1.0 Consortium Trust ("the Trust"), Academy Heads and Locality Committees acknowledge that the Trust has the prime responsibility for health and safety at all settings, and that the Locality Committees and the Academy Heads have specific responsibilities to manage health and safety at the school level. They also have responsibilities to support the Head of Service: Facilities and Compliance in improving the overall health and safety performance across our schools.

2.0 The Academy Head, as Local Health and Safety Coordinator, has the principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from bodies such as the HSE. These duties extend to:

- Working conditions and environment
- Substances used
- Equipment provided, and
- Working methods adopted

Work practices should not impair the wellbeing of any employee, or any other person, including clients, contractors, visitors, volunteers and any member of the public who may be affected.

At the Central Office, the Head of Service: Facilities and Compliance acts as Local Health and Safety Coordinator.

Settings that do not have an Academy Head will appoint a member of staff to act as Local Health and Safety Coordinator. References in this document to "Academy Head" will apply to these individuals for the sake of this policy.

3.0 Schools must complete the required risk assessments, as specified by the CEO, and update them as necessary. Significant, unmitigated risks identified by these assessments should be reported by the Academy Head to the Central Team so that they can be reflected in the Trust's Risk Register.

4.0 Schools must maintain records relating to Health and Safety in the prescribed format.

5.0 Organisation

5.1 The Academy Head has the responsibility in the school for day-to-day management of health and safety issues. The Assistant Academy Head deputises in this role when the Academy Head is not on site.

5.2 All staff should have regard to their own health and safety, and that of others, including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified. All staff should report any incidents, including near miss incidents, that caused, or had the potential to cause injury or illness. Reports should be made according to the Trust's incident reporting procedures.

5.3 All staff are required to carry out their duties having regard to the health and safety of themselves and others. A task should not be attempted unless the employee is confident that it can be carried out safely.

5.4 Individual members of staff are responsible for the following:

Task	Name of person responsible
H&S Policy review	Head of Service: Facilities and Compliance
Communication and Information management	CEO and Academy Head
Critical Incident Management	CEO and Academy Head
H&S Induction Training	Academy Head /Head of Service: Facilities and Compliance
Routine updating of training	Academy Head
Personal safety procedures (also Schoolsafe)	Academy Head
Planned checks (procedures)	Locality Committee/ Head of Service: Facilities and Compliance
Planned checks (equipment)	Head of Service: Facilities and Compliance
Planned checks (premises)	Locality Committee/ Head of Service: Facilities and Compliance
Incident reporting/investigation	Academy Head / Head of Service: Facilities and Compliance
Coordination of risk assessment work	Academy Head and Locality Committee
Fire procedures	Academy Head / Head of Service: Facilities and Compliance
Locally organised building repairs and alterations	Head of Service: Facilities and Compliance
First Aid (training and equipment)	Head of Service: Facilities and Compliance
Vehicle control and pedestrian safety	Head of Service: Facilities and Compliance
Educational visits coordinator (EVC)	Academy Head / CEO / Director of Primary Education
Wellbeing Co-ordinator	Academy Head /CEO
Outside lettings	Academy Head / Office
Supporting pupils with medical needs	All staff
Premises Security	Head of Service: Facilities and Compliance and Estates Team
Contractors on site	Office staff and/or Head of Service: Facilities and Compliance

6.0 Health and Safety Policy Review

6.1 The Trust's Health and Safety Policy is reviewed and updated annually by the Trust Board Finance & Resources Committee.

6.2 The targets included in the policy document will be reflected in the school or establishment development plan and other prime strategic documents.

7.0 Communication and Information Management:

7.1 The Academy Head presents a termly report in the recommended format for health and safety to the Locality Committee.

7.2 Settings should have procedures to ensure relevant health and safety information is passed to on to the relevant people at the setting. Records about curriculum subject H&S-specific information is kept and stored for future use in the office. Information is transmitted via the Academy Head and Office Staff to relevant staff.

7.3 Relevant information includes:

- The Trust's Health and Safety Policy.
- A copy of the "Health and Safety Law – What you should know" leaflet.
- Notes from the School Finance & Resources Committee meetings.
- Poster displays or other awareness raising.
- There should be local consultation on health and safety matters relating to all staff: These are through an agenda item on the first staff meeting of each term, which is minuted.

8.0 Critical Incident Management

8.1 The Consortium Trust's guidelines are followed and staff are made aware of the advice via an annual health and safety briefing

9.0 Health and Safety Induction Training

9.1 All staff must receive adequate induction training. This includes training that is matched to their specific work and responsibilities. Depending on the individual's workplace and duties, the programme may include:

- Overview of the Trust's Health and Safety Policy and organisational structure
- Tour of the premises
- Current health and safety priorities and targets for the school or establishment
- Communication and relationships with other departments, schools and professional bodies
- General health and safety advice, including the school's own guidance and that from professional bodies
- The requirements for carrying out and recording risk assessments
- Where appropriate, curriculum specific H&S guidance and arrangements for working with external subject advisers
- Information about recognised unions and local representation
- Employee problems and concerns
- Specific duties and responsibilities
- Grievance procedures (as they relate to health and safety)
- Information on hazards specific to the location, and established controls or precautions, especially those relating to asbestos.
- Use of equipment and/or tools
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets

- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Trained first aid personnel and first-aid facilities
- Fire evacuation and emergency procedures
- Fire extinguishers – location and arrangements for training in their use
- Access to well-being advice, counselling and other staff support schemes
- Security provisions and procedures
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Working at height training (where appropriate for role)
- Safe stacking of materials
- Safe procedures for machines, including design technology equipment and DSE risk assessment for DSE users.
- Housekeeping and maintenance of access and egress
- Reporting of incidents, hazards, work-related injuries and illnesses
- What to do in an emergency
- Lone working policy and procedures

9.2 Staff who work across multiple sites, such as peripatetic Central staff, should ensure that they are briefed about any health and safety hazards and procedures specific to any new setting they visit.

10.0 Routine Updating Training

10.1 Training records for each individual member of staff are updated annually.

11.0 Personal Safety procedures, De-escalation training and control of violence

11.1 School staff should be trained in de-escalation skills.

11.2 All incidents of aggressive behaviour must be reported to the Academy Head. The Trust Incident Reporting systemshould be used for such incidents.

11.3 All visitors and people entering the building are monitored. The minimum standard is that they should sign in at reception and will be required to wear a visitor's badge while on site. Visitors that need access to the school will be accompanied by staff.

11.4 Visitors should be clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building.

11.5 A list is kept securely of key holders and relevant codes.

12.0 Planned Safety Checks

- Procedures
- Equipment
- Premises

1. **Routine maintenance of electrical equipment & Inspection of electrical equipment.**
   a) Large (cookers, Dishwashers etc.)
   Small (portable electrical appliances, extension cables etc.)
   b) Other equipment (fixed, design technology, and ICT, drama, cleaning contractor/staff)

2. **Recorded checks are made of the condition of plugs, sockets and mains leads annually.**
   a) All equipment (not otherwise covered under other headings) is subjected to an appropriate, programmed and recorded maintenance check:

      i. Indoor and outdoor sports and play equipment
      ii. The school's water system(s)- hygiene, temperature and legionella checks, including a biannual Water Risk Assessment
      iii. Catering equipment, including ventilation
      iv. Ladders and stepladders
      v. Door closers, running gear and catches
      vi. Printing and reprographics machines

   b) Appropriately trained staff and/or contractors are used to ensure the same standard of safety, competence, record keeping, quality assurance and insurance cover.

   c) The whole school is inspected once a term by the relevant Locality Committee member(s).

13.0 Incident Reporting/Investigation

13.1 There is an Incident Report system to record incidents and report them to the Trust. Reportable incidents include actual injury or harm to anyone on site, as well as near miss incidents or dangerous occurrences. These reports are reviewed by the Head of Service: Facilities and Compliance.

13.2 Staff are briefed on when and how to use the reporting system.

13.3 Every incident is investigated by the Head of Service: Facilities and Compliance as appropriate with a view to preventing recurrence.

13.4 The Trust periodically reviews the incident history for the school and plan actions to reduce the likelihood of future incidents.

13.5 Incidents of a particularly serious nature should be reported to the Academy Head and Central team without delay.

14.0 Coordination of Risk Assessment Work

14.1 Settings should carry out risk assessments for all activities and equipment. Risk assessments should be reviewed regularly and updated when circumstances change.

14.2 The following issues may require particular consideration:

- The school may have limited space for pedestrian and vehicle access.
- The school grounds may be accessible by intruders, who may leave litter, bottles or more dangerous articles such as needles and other paraphernalia
- The school grounds may be partly bounded by a natural hazard such as a thorny hedge or water filled ditch.

14.3 The following risk assessments are required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations
- Visits and trips
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Working at height

15.0 Fire Procedures

15.1 The fire risk assessment should be reviewed annually by the Academy Head.

15.2 Notices detailing the evacuation procedure should be placed throughout the setting.

15.3 Each term the school or establishment has a routine practice of the evacuation drill.

15.4 All fire extinguishers should have an annual inspection

15.5 The Caretaker/appointed person conducts the weekly alarm test or other tests (such as the emergency lighting checks).

15.6 Frequent checks are made of all fire exits / doors.

15.7 Where possible, wheelie bins should be secured so they cannot be used to set fires close to the school building(s).

15.8 Records should be maintained of tests of all prevention and detection devices, in line with statutory guidance, including emergency lighting and extinguishers.

15.9 General Emergency Evacuation Plans (GEEP) and Personal Emergency Evacuation Plans (PEEP) should be written and reviewed annually. PEEPs should be reviewed when circumstances change, such as when a student moves class.

16.0 Asbestos

16.1 All staff and Locality Committee members should be advised of the asbestos procedures and read the asbestos plan.

16.2 Staff should be made aware of the need for precautions to be taken when working in a setting in which asbestos-containing materials are present.

17.0 First Aid – Training and equipment

17.1 First aid equipment should be placed in a location that can easily be accessed by all staff. All staff should be advised of its location. Appropriate first aid equipment should be carried on educational visits and on minibuses.

17.2 Office staff monitor first aid kits and replenish as necessary.

17.3 Clinical waste should be disposed of through a registered service provider.

17.4 Records are kept of who has received first aid training and when their certificates expire.

17.5 Injuries are recorded on the incident reporting system. Reports are assessed by the Head of Service: Facilities and Compliance, who will make any necessary reports to the HSE. The Academy Head should be made aware of injuries incurred at the setting.

17.6 First aid arrangements for educational visits are planned into the risk assessment.

18.0 Vehicle Control and Pedestrian Safety

18.1 A risk assessment should be carried out of the parking of staff and visitor vehicles at each setting.

19.0 Staff well-being

19.1 The Academy Head is the school well-being coordinator, with the CEO being responsible at Trust level.

19.2 The Trust will engage with any recommendations made by health professionals regarding a member of staff's health or well-being.

20.0 Pupils with Medical Needs

20.1 The latest DfE guidelines are followed in consultation with Health professionals. Procedures are set out in the pupil's statement or Education and Health Care Plan. The Trust's Intimate Care Policy applies to all staff who work with children and young people.

20.2 Medications will be stored appropriately in line with the guidance. Pupils must have easy and appropriate access to their medications at all times (including on educational visits and sporting events, school transport and before and after school clubs).

20.3 Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens that are made available to pupils should be kept in an accessible location.

21.0 Premises Security

21.1 A security risk assessment is carried out with regard to local conditions and steps are taken to mitigate identified risks.

22.0 Contractors on Site

22.1 On arrival at the site, contractors should report to the office or reception, sign in and be escorted around the premises if during school hours and while pupils are on site.

22.2 The member of staff signing them in briefs them about fire procedures, local management arrangements, vehicle movement restrictions etc.

22.3 Suppliers delivering materials must report to the office or arrange for a suitable delivery date.

22.4 Staff (including cleaners/caretakers who may be on site earlier and later than teaching staff) are informed of areas to avoid for the duration of the work period via staff meetings or notices.

22.5 The member of staff signing in a contractor is responsible for monitoring the contractor's compliance with safety arrangements.

22.6 The Academy Head /Head of Service: Facilities and Compliance is responsible for checking the contractor's site is adequately fenced and materials are stored safely.

23.0 Outside Lettings

23.1 Settings may be available for letting, subject to the Prevent duty.

23.2 There may be different fire procedures needed for evenings or other times when lettings take place and should be clearly displayed.

23.3 Additional security may be needed when letting the premises, such as locking doors or removal of personal information.

23.4 Information is provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment which may be used. (**Refer to the separate Lettings Policy**).

23.5 The schools enter into a written agreement with the lessee. Details are given in respect of first aid kits and equipment, telephone access.

24.0 Visitors

All visitors should be made aware of the following information:

- Fire evacuation procedures – how to raise an alarm and what to do if a fire is discovered or suspected. Visitors also need to be made aware of any planned fire drills / alarm testing taking place whilst they are on site.
- Accident and incident reporting
- Welfare arrangements, such as toilets.
- Key contact details including for health, safety and safeguarding issues.
- Specific risks relating to the site (e.g. asbestos register).

Document Control

Changes History

Version	Date	Amended By	Details of Change
2	09/12/2019	Robin Chew	References to Operations Manager changed to Facilities Manager throughout, except 16.2 changed to Property Advisor. 3. add “as specified by the CEO” 4. add “in the prescribed format” 5.3 add “HoS Curriculum” to EVC 9.1 add “arrangements for training in their” to Fire extinguishers 11.3 change “requested” to “required” 11.5 add “and code” 12. remove “Mechanical equipment used in Design Technology” 13.1 add “to record incidents and report them to the Trust” 13.2 delete 13.5 change “schools Finance & Resource Committee” to “Trust” 15.1 add “by the Academy Head” 15.4 remove “and staff have received fire marshal training to enable escape in an emergency and the appropriate use of firefighting equipment” 15.6 change “regular termly” to “daily” 17.4 remove “on the network” 17.5 change “accident” to “incident” 21.1 add “Procedures are set out in the pupil’s statement. The Trust’s Intimate Care Policy applies to all staff who work with children and young people” Plus various minor amendments for grammar, punctuation and style.
3	06/10/2020	Robin Chew	Various changes to reflect developments in Locality Committee structure and responsibilities.
4	19/10/2021	Robin Chew	Minor changes. New section added at 20.3
5	14/09/2022	Robin Chew	Annual review; minor changes.
6	12/09/2023	Robin Chew	Annual review: no changes.

7	22/10/2024	Head of Service: Facilities and Compliance	Annual review; minor changes of style and to reflect revised incident reporting system
8	11/09/2025	Head of Service: Facilities and Compliance	Annual review; some redundant clauses removed
9	17/08/2026	Head of Service: Facilities and Compliance	Annual review; minor changes

Approval

This policy will be reviewed annually by Head of Service for Facilities or as required by changes in legislation.

At every review, this policy will be approved by the Trust Board Committee.

The policy was last approved by the Trust Board on 15/10/2026.

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