



PYRAMID
SCHOOLS TRUST

Working in partnership, so that we grow our schools, feeding and enriching

Health and Safety Policy

Document Control		
Edition	Issued	Changes from previous

1	14/07/2022	New policy. Approved by the Board of Trustees
2	11/10/2023	New policy. Approved by the Board of Trustees
3	24/10/2024	Minor Amendments Approved by the Board of Trustees
4	30/10/2025	Internal Review - minor amendments
5	30/04/2026	Internal Review – amendments made to various sections of the Policy Approved by the Board of Trustees 17/06/2026

Review Cycle: Annually Internal Review Date: October 2026 Trust Board

Review Date: October 2027

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1.0 INTRODUCTION

This is the Pyramid Schools Trust overarching Health and Safety policy and must be implemented and adhered to in each academy within the Trust. This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work etc. Act 1974.

This policy describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

The Trust consists of 10 schools.

- Harlington Upper School
- Arnold Academy
- Parkfields Middle School
- Westoning Lower School
- Ramsey Lower School
- Harlington Lower School
- Sundon Lower School
- Beecroft Academy
- Brooklands Middle School
- Redborne Upper School

Other schools that join the Trust will fall under the remit of this Health and Safety policy.

Harlington Upper is a Private Finance Initiative (PFI) build, where all building and facilities related maintenance and statutory compliance responsibility sits with the PFI contractor. As the employer, the Trust Board remains accountable for identifying and managing risks, ensuring compliance with the Health and Safety at Work etc. Act 1974, and ensuring adequate resources are available for health and safety, as it does in all of its schools.

All academies are based within Central Bedfordshire.

2.0 STATEMENT OF INTENT

As the accountable body for our schools, the Trust Board will ensure, so far as is reasonably practicable, that employees, students and others whose health and safety may be affected by the Trust's undertaking, are not exposed to unacceptable risks to their health and safety.

The Trust Board accepts that it is accountable for ensuring that all reasonably practicable steps are taken to ensure the health, safety and welfare of staff, students and others.

The Trust Board believes that ensuring the health and safety of staff, students and visitors is essential to the success of the schools. The Trust's policy can only be implemented with the full co-operation of board members, local governing bodies, staff, students and visitors.

The Trust's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within each school.
- Preventing accidents and work-related ill health.

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- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated. ●
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure 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 (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Trust Board will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, students, and visitors.

Although overall accountability for health and safety lies with the Trust (the Duty Holder),

responsibilities for implementing the Trust's policy have been delegated by its Board of Trustees as set out in the following section.

3.0 ORGANISATION

The Trust Board

The Trust Board has the responsibility to ensure that:

- A clear written statement of intent is created which promotes the correct attitude towards safety in staff and students.
- Responsibilities for health, safety and welfare are delegated to specific people and that these persons are informed of these responsibilities.
- Those delegated with specific responsibilities have sufficient experience, knowledge, and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance are reviewed annually.
- New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

The Trust's Central Team

Through the Trust's CEO, strategic leadership, advice, support and guidance is provided by the Trust's Central Team. Key staff will be the Trust's Estates Manager and its Facilities & Compliance Manager who will work with the Trust's externally appointed Competent Person to monitor the performance of the Trust's policy and local operational arrangements developed in each school. The Central Team has the responsibility to ensure that:

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- The H&S policy is reviewed, amended and approved by Trustees at least once a year.
- The Trust commissions the services of an external provider, Braisher Safety Solutions Ltd, to provide Health and Safety Competent Person advice and support
- Strategic advice is provided to the Trust's Board, its CEO, headteachers, governors and managers on H&S issues.
- Monitoring is undertaken of the overall performance of the Trust's Health and Safety Policy and management systems
- Health and Safety performance is reported to the Trust's Board/Audit Committee
- Targeted audits and external support and training are commissioned as necessary.
- Effective liaison is provided with Trade Union and employee safety representatives

Local Governing Body (LGB)

The Local Governing Bodies of schools within the Trust are not the employers of staff but play an important role in ensuring strategic oversight and will work in close partnership with the Head Teacher and Senior Management Team of the school and other staff of the Trust to support and promote good health and safety management. Each LGB must;

- Appoint a Governor with responsibility for Health and Safety
- Adopt and implement the Trust's Health and Safety Policy

- Ensure that the requirements set out in the Trust's Health and Safety Policy are met to ensure the safety of pupils, staff and visitors to the academy
- Support the school's Headteacher to develop local operational arrangements for health and safety which will as a minimum meet the standards and requirements set out in the policy.

The Headteacher

The Head Teacher of each Trust school is responsible for the day-to-day health and safety of staff, pupils and visitors. The Head Teacher will delegate some functions to other staff, in particular the School Business Manager/School Site and Facilities Managers/Supervisors/Caretakers etc.

The Headteacher has the following responsibilities:

- To be fully committed to the Trust's Statement of Intent for Health and Safety.
- Ensure compliance with the Trust's Health and Safety Policy.
- Ensure this Policy is communicated adequately to all relevant persons. ● To ensure that appropriate information on significant risks is given to visitors and contractors
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments. ● Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance and any recommendations from external and internal audits are followed up to completion.

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- Accidents and near misses are recorded, reported and investigated and any remedial actions required are completed.
- The Trust's Health and Safety Self Audit is completed each year and countersigned by the Headteacher to acknowledge it as an accurate record of compliance in the school, please see Appendix 3 to this policy.
- A report to the Governing Body on the health and safety performance of the school, including the self audit, is completed annually.

The School Health and Safety Co-Ordinator

Each school will have a named School Health and Safety Co-ordinator, trained to a standard defined by the Trust and this person is responsible for:

- Co-ordinating the completion of the Trust's Self Audit of the school's compliance with the Trust's Health and Safety Policy.
- Managing the completion of any outstanding areas of compliance identified within the self audit.
- Managing the risk assessment process for the school.

- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of school owned equipment.
- Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted/HSE.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
 - Ensuring that staff are adequately instructed in health and safety matters in connection with their specific workplace and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher ● Ensuring that unsafe conditions are being reported and dealt with to agreed timescales.
- Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

Delegation of responsibilities by the Headteacher to Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes, Deputy Headteachers, Assistant Headteachers, Heads of Departments, Subject Leaders, Heads of Year, Support Staff Managers/Supervisors, Technicians.

They have the following responsibilities:

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of adopted/ approved health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

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- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Some testing of equipment may require a specialist contractor e.g. PE Equipment, Local Exhaust Ventilation (LEV), design and technology equipment – reports of these inspections must be retained).
- Ensure the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are recorded and investigated appropriately.
- Contribute to the school's annual Health & Safety Self Audit, coordinated by the school's Health and Safety Co-ordinator, for the Headteacher and for reporting to the school's LGB.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise and attend training where appropriate to enable them to do this.

Delegation of responsibilities by the Headteacher to Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid, accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- Follow the health and safety procedures applicable to their area of work. ● Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the correct use of personal protective equipment and guards where necessary.
- Make recommendations to the Headteacher, Health and Safety Co-ordinator or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment, or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. ● Report all accidents, defects and dangerous occurrences to their Headteacher, Health and Safety Co-ordinator or Head of Department.
- Contribute to the school's annual Health & Safety Self Audit, coordinated by the school's Health and Safety Co-ordinator, for the Headteacher and for reporting to the school's LGB.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. Employees must:

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- Always comply with the Trust's Health and Safety Policy and school procedures. ● Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- Observe all instructions on health and safety issued by the Trust's Central Team, the school's Health and Safety Co-ordinator, the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Observe standards of dress consistent with safety and/or hygiene.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with local procedures. ● Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health

and safety arrangements.

- Exercise good standards of housekeeping and cleanliness.
- Know and apply the local procedures in respect of fire, first aid and other emergencies.
- Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Use all work equipment and substances in accordance with instruction, training and information received.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise 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 school 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.
- Inform school staff of any potential hazards to health and safety, in particular those which are of a serious or imminent danger.

School Health and Safety Union Representatives

The Trust recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with

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Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

For further information regarding the different responsibilities of health and safety representatives refer to www.hse.gov.uk (INDG 232).

However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996.

They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust.

4.0 PROCEDURES AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The following sets out the Trusts arrangements to ensure compliance with the Trust's Statement of Intent.

The individual schools within the Trust will hold their own health and safety procedures.

Accident Reporting, Recording and Investigation

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered into Smartlog. Smartlog will automatically alert the school's Health & Safety Co-ordinator, the Trust's Estate Manager, its Facilities & Compliance Manager and its externally appointed Competent Person. Further detail may be sought on the recorded incident and an investigation may be requested by the Central Team. If an investigation is required it will be overseen by the Headteacher or member of SLT with support from the Health and Safety Co-ordinator and the Trust Central Team.

If the incident meets the RIDDOR threshold for reporting the Trust's Facilities & Compliance Manager will inform the Health & Safety Executive, supported by the Trust's Competent Person.

Accident reports identifying trends in accidents/incidents are provided to LGB on a termly basis.

Asbestos

The Headteacher has overall responsibility for the management of asbestos across the school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc. by way of the staff briefing sheets.

The asbestos register and asbestos management plan is held at each school.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

If the school is planning either a demolition or refurbishment, then a Demolition and Refurbishment survey must also be carried out before work commences. A written plan must be prepared before any work on asbestos is carried out, including details of the work and the appropriate actions to control risk and prevent harm.

The Trust will seek advice from an asbestos consultancy regarding surveys and removal of asbestos. The Health and Safety Co-ordinator in each school will undertake a review of the management plan.

Staff will also be reminded that they must report any damage to asbestos materials by staff briefing and emails. Any potential disturbance will become RIDDOR reportable.

A Governor representative, Head Teacher, Business Manager and Site staff/Supervisors from every school must have completed Asbestos Awareness and Management Training, whether or not the building was built pre 2000. The training must include:

- identifying asbestos
- asbestos health risks
- legislation
- dealing with asbestos
- emergency procedures
- risk assessments

Alcohol and Drugs

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this, falls under the Trust Disciplinary Policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed, and therefore must inform their line manager, so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

Behaviour Management / Bullying

See separate local School behaviour management policy

Appropriate training will be provided to staff on managing behaviour.

Breakfast and Afterschool clubs

Where these are operated by a third party they fall under the school's contractor management system. A copy of their health and safety policy and risk assessments are held

in school and a check on fire safety in this area by the school is carried out every term.

Where a school operates their own breakfast and after school club, this will fall under the school's local health and safety arrangements.

Building Management (including Planned Preventative Maintenance (PPM))

The Trust's Estates Strategy supports the Strategic Plan by providing sustainable, safe, secure and inspiring learning environments for our pupils, our staff and visitors to our academies. The Trust uses Smartlog to track and monitor compliance across the schools.

The exception is Harlington Upper School where PPM is the responsibility of the PFI contractor. The school will seek assurances (at planned contract liaison meetings throughout the year and also annually in order to complete the school's Health and Safety Self Audit) from the PFI contractor with regards to compliance.

Cleaning

Where cleaning is in house each school must have local arrangements in place for training cleaners on safe use of chemicals and supervising their work and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Where the school employs cleaners who are young persons (under the age of 18) a young person risk assessment will be completed.

The Site Team at each school are responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

Each school site maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

Cleaning at Harlington Upper School is via the PFI. At Brooklands Middle School, Harlington Lower School, Westoning Lower School and Sundon Lower School it is operated by a third party and falls under the school's contractor management system. A copy of their health and safety policy and risk assessments are held in school and a check on practices in the school is carried out regularly.

Catering

School meals are provided in house or by contractors. In either case the Food Hygiene (England) Regulations 2013 and Natasha's law are complied with under the monitoring and guidance of the Food Standards Agency/Local Authority Environmental Health Officers.

For all schools with external caterers, the caterer and its responsibilities fall under the Trust's contractor management procedures.

As a minimum a copy of the caterers' health and safety policy and risk assessments are held in school and a check on fire safety in this area by the school is carried out every term.

The caterer is responsible for the health and safety of their staff working in the school and ensuring compliance with Natasha's Law with regard to allergen identification and labelling.

Where the school is responsible for maintaining the fabric and equipment in the school kitchen, the school will ensure the following tasks are completed:

- Annual canopy clean
- Annual kitchen equipment inspection (gas safety check).

If the caterer arranges any checks, the Headteacher should ensure they provide copies for the school to note and file.

The Headteacher is responsible for ensuring that pupil allergen information is shared with the catering provider annually, at the beginning of the academic year and again if there are any changes within the academic year.

Contractor Management

Schools will comply with the Trust's Guidance on Contractors Working in Schools to ensure that children are safeguarded. This guidance is attached to this Policy at Appendix 1.

Sufficient time, resources, and information must be allocated to ensure the health, safety and well-being of all concerned is prioritised.

Schools must separately ensure that construction works are properly managed and conducted in a safe manner and do not pose a risk to the contractors or to staff, pupils and visitors. Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential.

The school's facilities lead, working with the Trust's Estate Manager and its Facilities and Compliance Manager are responsible for ensuring that projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. The active management of contractors, project planning, accurate hazard identification, thorough exchange of information, suitable and sufficient risk assessment is essential.

Children at school (non-pupils)

Staff Children

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Non school children, e.g. staff's own children, should only be allowed into school during holidays and strike days by prior arrangement with the Headteacher and will be supervised.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked

frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue via Smartlog.

Heads of Departments and curriculum leads shall ensure compliance with the following guidance:

- Science – CLEAPSS
- Design and Technology - BS 4163, 2021 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice. (Middle and secondary schools only).
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

For middle and secondary schools, the following departments will have their own specific risk assessments developed by their Head of Department: -

- Science department
- DT department
- PE department

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the risk assessment for relevant curriculum activities.

The school's health and safety coordinator is responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available to their staff.

Any off-site activities during the school day should be referred and risk assessments approved by the Educational Visits and Journeys Coordinator EVC.

Display Screen Equipment (DSE)

All DSE users must complete the Smartlog DSE training and assessment module every year or following an office move. The Smartlog application carries out a workstation assessment

and provides information and training. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a

day. This applies to school office staff and may apply to others. The school will provide a Specsavers VDU Eyecare Voucher which entitles the holder to a full eye examination. In addition, when the prescription in the spectacles is required specifically and solely for intermediate use, the user will receive a pair of single vision glasses from the £50 range or a £50 contribution towards another pair. [Please note that not everyone will be eligible for the £50 contribution, it does not give a contribution for spectacles which, as well as VDU use, could be used for additional tasks such as reading or driving. Should a user use your existing spectacles for general use including VDU work they will NOT be entitled to any additional contribution.] A maximum of one claim every 2 years for a user.

Driving for Work

Where staff have to use their own car for work, for example driving to meetings etc. at other school sites, you are required to:

To take reasonable care for your own health and safety and that of others, for example complying with the requirements of the Highway Code and the legislation regarding mobile phones when driving.

Carry out checks as required to make sure your vehicle is safe to use on the road, is serviced, insured for business purposes and has a valid MOT if required.

Plan your schedules to avoid having to rush and to take breaks to reduce the onset of fatigue.

Avoid driving when you are tired and inform the Trust if you are taking medication that may affect your ability to drive.

Inform the DVLA and the Trust if you develop a 'notifiable' medical condition or disability, or your condition/disability has worsened.

Inform the Trust if you receive penalty points on your licence or if you are disqualified from driving.

The Trust will periodically check driving licences for penalty points and disqualification using the DVLA online service.

Educational Visits and Journeys

See separate Educational Visits and Journeys policy.

The schools will use Evolve or an alternative means of planning and risk assessment for all educational visits and journeys which are required to be approved by the schools EVC who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record "competence" of staff annually. Medication for school trips will be covered by the School's Managing Medications Policy.

Electrical Safety

Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training would be required as proof.

Teachers cannot be required to undertake any electrical maintenance or repair work.

Without exception, such work should be allocated to an individual with appropriate training and expertise.

Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.

Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g., refrigerators will need inspecting and testing infrequently.

Annual PAT must be carried out by someone with the necessary knowledge and experience to carry out a test and interpret the results should be completed in accordance with the findings of the risk assessment.

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label.

Damaged or faulty appliances must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

Fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school. Any required remedial works will be planned and reported to the school's LGB.

provided for all socket outlets in the premises. Development plans should include this provision where these are not provided.

Staff should not bring in their own electrical items from home for use without PAT testing

Emergency procedures

Each Academy will have its own emergency procedures and an Academy Business Continuity Plan.

Procedures are implemented locally stating the action to be taken in the event of an emergency, bomb threat, lockdown or fire.

All new members of staff are instructed on the emergency evacuation procedure as part of their induction training by their line Manager. Visitors and contractors are informed of the school's emergency arrangements. Academy Headteachers are responsible for updating their Business Continuity Plans and reviewing annually.

Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust's Central Team without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the School and should refer formal enquiries to the Trust.

Equipment (other, including curriculum-based equipment)

Such as local exhaust ventilation (LEV), pressure systems, gas appliances, lifts & lifting equipment, kilns, photographic equipment will be serviced and maintained in accordance to statutory or manufacturers guidance and records held on Smartlog.

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Head Teacher or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.
 - It should not be used in poorly ventilated spaces.
 - There should be enough ventilation to remove combustion products. ●
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

Fire Precautions and Emergency Procedures

The Headteacher is the "responsible person" as defined in Regulatory Reform (Fire Safety) Order 2005 (usually Headteacher), ensuring the school's fire risk assessment is reviewed annually, alongside a Fire Safety Management Plan.

In the absence of any 'competent' person within the school, it will employ a suitably qualified and experienced external contractor to complete the school's fire risk assessment.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times weekly and a fire evacuation drill shall be once a term and recorded on Smartlog.

Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

Each school will have sufficient fire wardens that are suitably trained on Smartlog.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary).

First Aid

Each school will complete a first aid needs assessment to determine the number of first aiders for the school.

First aid boxes will be positioned in the schools and checked and restocked.

Each school has arrangements in place for organising training and refreshers for first aiders and keeping training records.

First aid accidents will be recorded in the first aider treatment book and accident book/Smartlog if appropriate by the administering first aider.

Although there is no mandatory requirement to have an automated external defibrillator in each of our schools as part of their first aid requirements, the Trust supports the recommendation by the Department for Education that we should invest in this life saving equipment.

Sudden Cardiac Arrest can strike people of all ages, including children, staff and visitors and rapid access to a lifesaving defibrillator gives the best chance of survival.

Our schools will have regard to DfE guidance on Automated external defibrillators (AEDs) in schools and will ensure that suitable training is given and that all staff are provided with a short general awareness briefing session to raise awareness of the AED in school and to promote its use should the need arise

Grounds Maintenance

Each school has arrangements in place for Ground Maintenance. When on site Ground Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

The grounds maintenance contractors have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

COSHH assessments used by the ground maintenance will be kept in
school. **16**

Where some grounds maintenance tasks are carried out by the school site team risk assessments will be carried out.

Hazardous Substances (Control of Substances Hazardous to Health (COSHH)

See specific sections on Cleaning and Curriculum Safety. All staff, students, contractors and visitors will be protected from exposure to dangerous materials and chemicals in school by strict adherence to the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Inclusion

Each school will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under the Equality Act 2010.

The school's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

Infection Control

The schools will follow infection control guidance from the UK Health Security Agency.

Each school will have a Flu pandemic plan in place. The school will follow government guidance in relation to managing the risk and this includes implementing infection control procedures.

The school will update their Flu plans and risk assessments regularly and follow NHS and government advice and guidelines.

Legionella

Each school will have a legionella risk assessment which is reviewed annually and include a survey to identify whether there are conditions present that will encourage bacterial growth including legionella.

In the absence of any 'competent' person within the school, it will employ a suitably qualified and experienced external contractor to complete the school's legionella risk assessment.

The risk assessment will inform the school's management plan which will detail the actions required to manage identified risks.

The management plan will detail all periodic testing and sampling required and any remedial works that are required. All testing and remedial works will be recorded on Smartlog.

The designated person responsible for testing will complete legionella awareness training unless an suitably qualified external contractor is used.

Lettings / shared use of premises / use of premises outside School Hours

See separate Trust Lettings policy

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Each school will follow the Trust lettings policy and have procedures in place for informing the lettings of the emergency procedures for the building and securing the building after lettings.

Local Exhaust Ventilation

Where installed on machinery Middle and Upper schools this will be maintained and serviced and records retained on Smartlog.

Lifting Equipment & Lifting Operations

Where schools are fitted with lifts, hoists, lifting equipment and lifting accessories which are maintenance and have undergone a thorough examination (6 monthly if equipment is used for lifting people and annually for other lifting equipment.) records are kept on Smartlog.

Lockdown

Each school will establish procedures to dynamically lockdown their sites in response to a fast-moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity. Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Schools should take account of DfE guidance on developing these procedures. These procedures should be reviewed at least every two years.

It is the policy of the Trust that each school must carry out a lockdown drill at least once every academic year, as a minimum. The dates that the drill is undertaken, or is proposed to be, must be recorded on the school's annual self-audit and in Smartlog.

Lone Working

Each school will have local lone working arrangements in place, informed by a risk assessment, ensuring that all school staff are aware and that they follow safe practices.

Managing Medicines & Drugs

The Trust has a Supporting Students with Medical Conditions Policy with procedures at school level which our schools must comply with. This policy includes requirements for allergy management.

In respect of staff with medical conditions, each school will ensure that suitable risk assessments are in place, regularly reviewed and aligned with Occupational Health reports where necessary with training given to appropriate staff who may be required for support.

Maintenance and Inspection of Equipment

Each school's Health and Safety Coordinator is responsible for ensuring that testing, inspection and maintenance of equipment follows the school's planned preventative maintenance PPM schedule on Smartlog.

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The Trust's Facilities and Compliance Manager, supported by the Trust's Estate Manager, will review school compliance and report to the CFOO.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported for repair or replacement.

Managing Violence and Aggression

The Trust believe that all school staff have a right to expect that their school is a safe place in which to work, that risks of violence and aggression are effectively controlled and that prompt and appropriate action will be taken if they are subjected to violence or aggression by adults, children and young people on school premises and in exercising their duties off site.

Each Trust school will ensure:

- That suitable and sufficient risk assessments are carried out of employees' risk of exposure to violence and aggression
- That appropriate control measures are identified and implemented to prevent and reduce the potential for violence and aggression
- That appropriate arrangements are in place for incidents to be reported, recorded and investigated that ensure that both Health and Safety and Safeguarding systems are notified
- That regular monitoring is undertaken by senior leadership of the level and general nature of any incidents and the school's response to them.
- That there is effective communication about the risk assessments and control measures to staff.

The Head teacher will review the effectiveness of these arrangements, and any action plan developed to track their implementation, as a minimum on an annual basis

Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead with suitable training.

Each school will complete manual handling risk assessments for standard activities that staff undertakes. Manual Handling training will be provided to the site staff and any other staff that may require it through Smartlog.

Monitoring and reporting

As part of the Trust's health and safety management system, the Trust will regularly review health and safety compliance throughout the organisation.

Regular inspections in school can provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and

equipment, poor lighting, inadequate fire prevention and protection, failure to use the

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appropriate protective equipment, dangerous machinery, poor food hygiene, etc. This also enables targeted support and training needs to be identified.

In addition to the above, audits of health and safety systems and processes across the Trust and its Academies will be carried out each year, or sooner as required, by the Trust's appointed Competent Person.

Summary of Health and Safety monitoring and reporting:

Level of monitoring	Frequency	Responsibility
Health and Safety operational management checklists	Daily Weekly Monthly	School site lead
Health and Safety checklist review and walk around	Termly	School site lead School Business Manager Designated H&S Governor Trust Facilities and Compliance Manager
Annual external audit of school and Trust compliance	Annually	Trust competent person
School Health and Safety Self Audit completed (Appendix 3)	Annually	Compiled by school H&S Coordinator, countersigned by Headteacher, reviewed by Trust Facilities and Compliance Manager
Report to school LGB on school H&S Compliance	Annually	Headteacher
Report to Trust Board on Trust H&S Compliance	Annually	CFOO

Noise

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Where required a noise assessment will be carried out e.g. D&T/ Music.

As a last resort where other measures do not adequately reduce the risks to staff and students, Personal Protective Equipment e.g. ear plugs will be made available to those working in DT/Music.

New and Expectant Mothers

See separate New and Expectant Mothers Guidance and risk assessment

Once an employee provides written notification to the appropriate Academy Headteacher stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Headteacher or line manager should complete a new and expectant mothers risk assessment.

Parent Teacher Association

The PTA's are responsible for completing risk assessments for activities planned, managed and hosted by the PTA for example summer fetes, fireworks etc and these should be provided in advance to the Headteacher.

Personal Protective Equipment (PPE)

Personal Protective Equipment is provided through risk assessment to the Site staff.

PPE for curriculum delivery (e.g. science/DT) are essential. Pupils should be trained in their safe and appropriate use when relevant and checked by the school Technician.

Permits to Work

See contractor management guidance

Where required the School Site Manager/Agent/School Business Manager will issue permits to work for high risk activities such as hot works, work at height, confined space working.

Pre-school

See separate local school pre-school procedures for Westoning Lower and Sundon Lower School.

Radiation (Secondary and Upper Schools only)

Where low-level radioactive sources are used the school must appoint a suitably qualified and experienced Radiation Protection Supervisor (RPS) from its staff to ensure that radioactive substances are accounted for, stored properly, handled safely and monitored regularly. The CLEAPPS Guidance L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges to be followed included the use of all the model documentation provided in this guidance.

The legal requirement to appoint a Radiation Protection Advisor (RPA) will be met by each school commissioning the RPA service from CLEAPSS. The Local Education Authority may

provide a Radiation Protection Officer for the school.

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Risk Assessments

See separate risk assessment guidance

Risk assessments have been developed for the range of activities undertaken. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed bi-annually or when there is a change in circumstance.

The Headteacher is responsible for ensuring appropriate risk assessments are in place at the school.

School Transport (operated by non school providers)

Each school will have an up-to-date school travel plan.

Where taxis are provided for SEND pupils the local authority is responsible for providing the transport risk assessment. School transport will be risk assessed through vehicle movement risk assessments for drop offs and pick-ups.

Security

Each school will have arrangements for opening and securing the school site.

Where the school has CCTV cameras for monitoring security a CCTV policy must be in place and external signage is displayed indicating CCTV in operation.

Signage

In all schools' safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

Site Maintenance

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Trust Estate Strategy and considered when prioritising works.

The Trust uses the Smartlog to monitor planned preventative maintenance and record site defects/hazards.

Slips, Trips and Falls

All areas of the school including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular, pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

Each school has procedures in place to manage icy conditions which involves gritting designated access and egress routes into school. All slips, trips and falls must be recorded in Smartlog.

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Smoking

The Trust operates a no smoking and vaping policy across all its schools including the grounds. This also applies to all lettings.

Sun Safety

(See individual Primary school sun safety policy)

The primary schools will have a sun safety policy and share this with parents. It will detail arrangements for sun cream etc.

Each school will assess the risk and review outside spaces and provide suitable shade, where possible, and encourage pupils to use this. Schools will follow guidance for extreme weather days

Swimming Pool

This activity is classed as an activity off site and is covered under Educational Visits and Journeys.

Training and Competence

The HSE's guidance describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. You would not need for example the same health and safety competence to work in an office as you would on a construction site.

Each school will appoint competent people to assist them in meeting their health and safety duties. Health and Safety Coordinators in each school will have completed the IOSH Managing Safely qualification.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete so far as is reasonable' their tasks in a safe manner.

All new employees shall be provided with induction training appropriate to their health and safety needs and an induction checklist completed.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall, on their first day of employment, be informed of what to do in the event of a fire, what first aid and welfare arrangements are in place and how to

report a Health and Safety incident.

All health and safety training will be recorded on Smartlog and tracked and refresher training arranged.

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All Trust staff will receive appropriate health and safety training related to their role.

Attached at Appendix 2 is the Trust's Training Compliance Schedule which sets out the minimum requirements in terms of Health and Safety training for staff.

Vehicle Movements on site

Each school will assess the risk from vehicles on site and complete a risk

assessment. **Vehicle Use**

Where a school owns a minibus, it will ensure it is serviced at intervals dictated by the manufacturer and that with suitable training, pre-drive safety checks are undertaken by the driver before setting off. All minibuses will contain instructions in the event of a breakdown.

All drivers will be suitably trained and assessed as a driver of passenger transport, be over 21 years of age, have held a driving licence for more than two years and have less than 6 penalty points on their licence. Each school will retain records of the training provided for its drivers and will review the licensing requirements on an annual basis. For the avoidance of doubt, suitable training will be to the standard of the Minibus Driver Awareness Scheme (MiDAS) or equivalent.

All trips using a school minibus must be accompanied by an adult other than the driver, unless a risk assessment prepared by the school and approved by the Headteacher in consultation with the Trust's Facilities and Compliance Manager varies this requirement, for instance in the event of a local school sports event held within school hours.

Where staff have to use their own car for work for example driving to meetings etc at other school sites then business insurance should be obtained.

Staff should never transport an individual pupil in their own car unless a risk assessment is undertaken, they are accompanied by another member of staff in an emergency and it is agreed by the Headteacher on a case by case basis.

Visitors including volunteers

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. The school's emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

Well-being/Employee & Occupational Health Support

Employees may receive Occupational Health Support for a range of personal and

work-related problems including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement issues. This support will be offered on a strictly confidential basis, either by telephone or face-to-face meetings and details on how to access this support will be advertised in each school.

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Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its schools will provide suitable welfare facilities for staff.

In terms of pupils the school will ensure it meets the welfare provision in its school as per the Education (Independent School Standards) (England) Regulations 2010.

Work Experience

The Trust welcomes pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

Each school will have a nominated person who oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measures identified from the risk assessments are implemented.

A member of staff will be assigned to conduct the induction and training for the work experience person.

Workplace Temperature

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a "reasonable" temperature in the workplace.

The approved Code of Practice suggests a minimum temperature in workrooms (this includes classrooms and offices) of at least 16°C or 13°C if much of the work indoors involves severe physical effort for example halls used for PE.

There is no maximum temperature and schools should make reasonable adjustments for example, providing fans, rotating classrooms, using cooler spaces, access to water throughout the day etc. This will be determined through a risk assessment.

Working at Height

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc.

Work at height risk assessments will be in place at each school and reviewed every 2 years or if there are significant changes.

Ladders will undergo a 6th monthly check and recorded on Smartlog.

Where a school has a tower scaffold. This is only erected and used by the person who has attended PASMA training in the last 5 years.

Where a school has a MEWP (mobile elevated work platform). This is only erected and used by the Person who has attended PASMA training in the last 5 years.

Staff that put up displays for example TA's will be provided with training on Smartlog.

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Appendices

Appendix 1 – PST Guidance on Contractors Working in Schools 2627 v1

Appendix 2 – PST Health and Safety Training Compliance Schedule 26/27

Appendix 3 – Health and Safety Self Audit template

