Trust
Health & Safety
Policy No 6

Hartismere Family of Schools Trust

Health, Safety and Welfare Policy

Academic Year: 2025–2026
Approved by: Trust Board
Review Date: Autumn 2027

Policy Summary

This policy sets out the Trust's commitment to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, students, visitors, contractors, and others affected by its activities.
It establishes the organisational structure, responsibilities, and arrangements necessary to comply with the **Health and Safety at Work etc. Act 1974**, associated regulations, and current **Department for Education guidance**.

The policy applies to all Trust schools and must be implemented in full at each site.
Headteachers are responsible for ensuring local compliance, supported by the Business & Estates Manager and Site Teams.

Related Policies and Documents

This Health and Safety Policy should be read alongside the following Trust and school-level policies, which provide detailed procedures and guidance in specific areas of operation:

- Safeguarding and Child Protection Policy
- Supporting Students with Medical Needs Policy
- First Aid Policy
- Educational Visits Policy
- Staff Workload and Wellbeing Policy
- Premises Management and Lettings Policy
- Asbestos Management Plan and Policy
- Fire Safety Policy and Procedures
- Business Continuity and Critical Incident Plan
- Risk Assessment Guidance and Templates
- Contractor Management Procedures
- Data Protection (GDPR) Policy

Additional school policies relevant to health, safety, and welfare are available on the **Hartismere School** website:
https://www.hartismere.com/Information/School-Policies

Policy Contents

1. Statement of Health, Safety and Welfare Policy
Formal declaration of intent by the Chief Executive Officer and Headteachers.

2. Introduction and Legislative Framework
Overview of aims, legal duties, and statutory guidance underpinning this policy.

3. Roles and Responsibilities
Allocation of H&S duties between the Trust Board, Local Governing Bodies, Headteachers, senior leaders, staff, and contractors.

4. Delegation of Tasks
Table setting out specific operational responsibilities across all key areas.

5. Arrangements and Procedures
Operational measures for implementing health and safety management across the Trust, including:

- Communication and Information Management
- Training and Induction
- Critical Incident Management
- Site Security and Visitor Control
- Lone Working and Personal Safety
- Working at Height and Manual Handling
- Violence and Aggression at Work
- Planned Safety Checks (premises, equipment, and procedures)
- Control of Substances Hazardous to Health (COSHH)
- Gas, Legionella, and Asbestos Management
- Incident Reporting and RIDDOR Compliance
- Risk Assessment Coordination
- Fire Safety and Emergency Procedures
- Building Repairs, Maintenance, and Permits to Work
- First Aid and Medical Needs
- Vehicle Control and Pedestrian Safety
- Educational Visits and Off-Site Activities
- Staff Wellbeing and Occupational Stress
- New and Expectant Mothers
- Minibus Operation
- Contractors on Site
- Outside Lettings and Community Use

6. Monitoring, Evaluation, and Review
Procedures for internal audits, inspections, and policy review.

7. Appendices

A – Critical Incident Management Team
B – Critical Incident Procedures
C – Key Holders
D – Fire Evacuation Plan
E – First Aid Locations
F – Stress Management Tool

Policy Administration

- Responsible Officer: Business & Estates Manager
- Policy Owner: Chief Executive Officer
- Next Review: Autumn Term 2027

HARTISMERE FAMILY OF SCHOOLS

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

The Hartismere Family of Schools Academy Trust, as the employer, is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare at work of all employees and of any other persons who may be affected by the Trust's activities.

The Governing Body and Headteachers recognise both collective and individual responsibilities for health, safety, and welfare. They are also responsible for supporting the school's stated objectives and for promoting the continuous improvement of health and safety performance across all Trust operations.

The Governing Body retains ultimate responsibility for employer duties in respect of health, safety, and welfare. Delegated responsibilities for operational management will be determined in accordance with the Governing Body's policy framework and are broadly aligned with those applicable to county and voluntary-controlled schools.

Headteachers, in their role as Local Health, Safety, and Welfare Coordinators, have primary responsibility within the school for ensuring the effective implementation of statutory requirements, industry guidance, codes of practice, and advice issued by the Health and Safety Executive (HSE) and other relevant Government bodies.

This policy has been formally adopted by the Governing Body and is endorsed by the Chief Executive Officer.

Signed:

Chief Executive Officer

Signed:

Headteachers

Introduction

This policy articulates the Hartismere Family of Schools' commitment to ensuring the health, safety, and welfare of all employees, pupils, visitors, and other stakeholders. In particular, the Trust is committed to:

- Providing and maintaining a safe and healthy environment across all school sites.
- Establishing and maintaining safe working practices for staff, pupils, and visitors.
- Ensuring robust procedures are in place for the management of emergencies.
- Ensuring that premises and equipment are maintained safely and are subject to regular inspection.

Legislation

This policy has been developed in accordance with guidance issued by the Department for Education on health and safety in schools and in compliance with the following legislation:

- **The Health and Safety at Work etc. Act 1974** – establishing the general duties of employers towards employees and others (including pupils, visitors, and contractors), and the responsibilities relating to the safety of premises and school lettings.
- **The Management of Health and Safety at Work Regulations 1999** – requiring employers to undertake risk assessments, implement necessary control measures, and provide appropriate information, instruction, and training.
- **The Control of Substances Hazardous to Health (COSHH) Regulations 2002** – requiring employers to control exposure to substances hazardous to health.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** – specifying which accidents, diseases, and dangerous occurrences must be reported to the Health and Safety Executive (HSE), and the retention period for such records.
- **The Health and Safety (Display Screen Equipment) Regulations 1992** – requiring employers to assess and manage risks associated with display screen work, including offering eyesight tests to regular users.
- **The Gas Safety (Installation and Use) Regulations 1998** – requiring that all gas work is undertaken by competent, Gas Safe-registered persons.
- **The Regulatory Reform (Fire Safety) Order 2005** – placing a duty on employers to implement general fire precautions to safeguard staff, pupils, and visitors.
- **The Work at Height Regulations 2005** – requiring employers to ensure that work at height is properly planned, supervised, and executed safely to prevent falls.
- **The Control of Asbestos Regulations 2012** – requiring employers to manage asbestos safely within non-domestic premises.
- **The Electricity at Work Regulations 1989** – requiring that electrical systems are maintained to prevent danger.
- **The Provision and Use of Work Equipment Regulations (PUWER) 1998** – requiring work equipment to be suitable, maintained, and used safely.
- **The Manual Handling Operations Regulations 1992** – requiring employers to avoid or reduce risks associated with lifting, carrying, or moving loads.

In addition, the Trust follows national guidance issued by the UK Health Security Agency (formerly Public Health England) and government guidance regarding COVID-19 and infection control.

This policy is consistent with the Trust's funding agreement and Articles of Association.

Roles and Responsibilities

The Academy Trust and Local Governing Body

The Academy Trust, as the employer, and the Local Governing Body hold ultimate responsibility for health, safety, and welfare across the Trust. Day-to-day management of health and safety matters is delegated to the Headteachers.

The responsibilities of the Academy Trust and Local Governing Body include:

- Taking all reasonably practicable steps to ensure that staff, pupils, and visitors are not exposed to risks to their health and safety, whether on or off the school premises.
- Assessing the risks arising from school activities and implementing appropriate health and safety measures to mitigate those risks.
- Ensuring employees are informed of identified risks and the measures in place to control them.
- Providing and overseeing adequate health and safety training for all staff.

Headteachers and Senior Leadership Team

Headteachers have primary responsibility for the day-to-day management of health and safety within their schools. Certain duties may be delegated to members of the Senior Leadership Team (SLT) or the Business and Estates Manager. Responsibilities include:

- Implementing the Trust's health and safety policy.
- Ensuring sufficient staff are available to supervise pupils safely.
  Maintaining the safety of school buildings and premises, including regular inspections.
- Providing appropriate training for all school staff.

- Reporting on health and safety matters to the governing body.
- Ensuring effective emergency evacuation procedures are in place and that regular fire drills are conducted.
- Delegating health and safety responsibilities in their absence to an appropriate member of staff.
- Ensuring all risk assessments are completed, reviewed, and updated as necessary.
- Monitoring cleaning contracts and ensuring that cleaning staff are appropriately trained and provided with necessary personal protective equipment (PPE).

In the absence of the Headteacher, SLT members assume responsibility for all day-to-day health and safety duties.

All Staff

All school staff have a duty to exercise the care for pupils that a reasonably prudent parent would demonstrate. Responsibilities include:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions at work.
- Cooperating with the school in implementing health and safety measures.
- Following training, guidance, and instructions in relation to safe working practices.
- Reporting work situations presenting serious or immediate danger to the appropriate person, so remedial action can be taken.
- Modelling safe and hygienic practices for pupils.
- Understanding and confidently implementing emergency evacuation procedures.

Heads of Department hold specific responsibility for managing subject-specific health and safety risks and liaising with the Business and Estates Manager regarding updates to legislation or statutory guidance.

Pupils and Parents

Pupils and parents are responsible for adhering to the school's health and safety guidance, both on-site and during off-site activities, and for reporting any incidents to a member of staff.

Contractors

All contractors must agree to the school's health and safety arrangements with the Business and Estates Manager before commencing work. Contractors are required to provide evidence of completed risk assessments for all planned activities.

Delegation of Tasks

Task	Responsible Person(s)
Review of policy	Trust
Approval of policy	Local Governing Body / Trustees
Annual Governor Report on Health & Safety	Headteachers, H&S Officer
Communication and information management	Headteachers, H&S Officer

Critical incident management	Headteachers
Statutory H&S induction for new staff	Headteachers, H&S Officer, Heads of Department
Routine fire safety training updates	Headteachers, H&S Officer, Heads of Department
Personal safety procedures	Headteachers, H&S Officer, Heads of Department
Planned checks – procedures	Headteachers, H&S Officer
Planned checks – equipment	H&S Officer, Heads of Department
Planned checks – premises	Headteachers, H&S Officer
Incident reporting and investigation	Headteachers, H&S Officer, Heads of Department
Coordination of risk assessment work	Headteachers, Site Manager / Contractors
Fire procedures	Headteachers, H&S Officer
Locally organised building repairs and alterations	H&S Officer, Site Team Staff
First Aid (training and equipment)	Director of Teaching, H&S Officer (training), First Aid Coordinator (equipment)
Vehicle control and pedestrian safety	Headteachers, H&S Officer
Educational visits coordination	Headteachers, Heads of Department, H&S Officer, EVC Administrator
Wellbeing	Headteachers, Wellbeing Coordinator
School minibus	H&S Officer, Head of Department

Supporting students with medical needs	Headteachers, First Aid Coordinator, Curriculum Managers, Heads of Department, SENCO
Premises security	Headteachers, H&S Officer, Site Team Staff
Contractors on site	Headteachers, Site Team Staff
Outside lettings	Headteachers, Lettings Team
Severe weather arrangements	Headteachers & Assistant Headteachers

Arrangements

Communication and Information Management

General health and safety information is displayed prominently on notice boards throughout all school buildings and is also accessible on each school's website. This ensures that staff, pupils, and visitors can refer to relevant guidance at any time. The Health and Safety Policy is formally reviewed on an **annual basis** to ensure it remains accurate, comprehensive, and compliant with current legislation.

Displayed information includes, but is not limited to:

- The Hartismere Family of Schools Health & Safety Policy.
- The Health and Safety Law poster provided by the Health and Safety Executive (HSE).
- Relevant health and safety guidance, including emergency procedures and key contact information.
- Fire evacuation procedures.
- Accident and incident reporting procedures.

All information regarding health and safety matters that may affect staff or other persons on site is communicated promptly and discussed with the nominated trade union representatives. Key points arising from such discussions are minuted and retained as part of the governance record.

Critical Incident Management

Each school within the Hartismere Family of Schools will maintain a designated **Critical Incident Management Team** (as detailed in Appendices A & B) and a **Critical Incident Management Plan**, in accordance with the Trust's overarching **Business Continuity Management Plan**. These plans are circulated to all relevant staff and are adapted to reflect the specific circumstances of each school site.

Critical incidents covered by the plan include, but are not limited to:

- Fire or flooding events.
- Bomb threats or terrorist activity.
- Death, serious accident, or near-miss incidents involving staff, pupils, or visitors.
- Acts of attack, threat, or aggression towards staff, pupils, or visitors.

Staff are required to follow the procedures outlined in the school-specific Critical Incident Management Plan and in the **Hartismere Family of Schools Business Continuity Plan**, ensuring timely reporting, appropriate escalation, and coordinated response to minimise risk to health, safety, and welfare.

Training

The Hartismere Family of Schools ensures that all staff receive appropriate **health, safety, and welfare training** to enable them to perform their duties safely and in compliance with statutory requirements.

Induction Training
All new staff are provided with comprehensive induction training, which includes:

- General health and safety procedures.
- First aid, where applicable.
- Fire safety procedures and evacuation protocols.

Induction training is recorded for each member of staff, and records are maintained centrally for reference.

Ongoing Training and Updates
Health and safety training is updated at least annually, or sooner where there are changes to legislation, statutory guidance, or internal procedures. The Trust currently commissions training through the **National College**, ensuring standardised, high-quality delivery across all schools.

Role-Specific and High-Risk Training
Staff who work in higher-risk environments, including but not limited to:

- Science laboratories,
- Design and Technology workshops,
- Special Educational Needs and Disabilities (SEND) provision,

will receive additional health and safety training tailored to the specific risks associated with these roles.

Designated Safety Roles

- Nominated **fire marshals** undertake supplementary fire safety training to fulfil their duties effectively.
- Nominated **first aiders** receive enhanced first aid training appropriate to their role.

Lists of designated fire marshals and first aiders are maintained and circulated to staff at each school, including by e-mail, to ensure clear lines of responsibility and accessibility of trained personnel.

Procedures Including Personal Safety Procedures

Site Security

The security of school premises is paramount to ensuring the safety of staff, pupils, and visitors. The official holders of keys to external entrance doors are listed in **Appendix C**. No individual shall be permitted to retain keys to external doors except in exceptional circumstances, and only with prior approval from the Headteacher of the respective school. In such exceptional circumstances, the site team or designated representative shall be notified immediately.

In smaller schools within the Trust, the responsibility for site security may rest with the Headteacher; however, the operational responsibility is normally vested in the site manager or site team. Duties include:

- Conducting regular visual inspections of the site.
- Monitoring and maintaining intruder and fire alarm systems.
- Responding to emergency situations, as required.

Where practicable, all external doors shall be fitted with access control systems, except for doors designated solely as emergency exits, which shall be equipped with appropriate ‘exit only’ mechanisms.

Visitors

All visitors shall be directed to the main school reception upon arrival. Exterior signage will clearly indicate the route to reception. Visitors using motor vehicles shall park in designated visitor parking areas.

All visitors, including contractors, must:

- Sign in at reception and be issued with a visitor lanyard.
- Record the member of staff they are visiting and their vehicle registration number via the reception sign-in system.
- Receive safeguarding information and fire evacuation procedures upon entry.

Where practicable, and dependent on the nature of the visit, visitors should be accompanied by a member of staff while on the premises. For safeguarding purposes, all visitor checks and procedures shall align with each school’s **Child Protection Policy**.

Lone Working

Staff who work alone on school premises must adhere to strict procedures to manage risk. A risk assessment shall be completed prior to lone working. Staff are permitted to work outside normal hours, including during school holidays, only when the designated site security

personnel are present. Staff must sign in upon arrival and sign out upon departure.

Potentially high-risk activities, including those involving work at height or other hazardous tasks, must **not** be undertaken while working alone. Any task that presents uncertainty or potential risk shall be postponed until additional staff are available.

Where lone working is necessary, staff must ensure that a colleague, friend, or family member is informed of their location and expected time of return. Lone workers must also verify that they are medically fit to undertake the work safely.

Working at Height

Any member of staff required to work at height must successfully complete **Working at Height training** via National College and must undertake any associated risk assessment prior to commencing work.

Access to elevated areas, including roofs, and the use of ladders, scaffolding, or similar equipment is strictly restricted to trained personnel. Students are expressly prohibited from using ladders or accessing high-risk areas.

Staff must wear appropriate footwear and clothing when working at height. Contractors carrying out work at height are responsible for providing their own ladders or access equipment, which must meet statutory safety standards.

Before using any ladder or elevated access equipment, staff must conduct a visual inspection to ensure it is safe and fit for purpose. Any defects must be reported and the equipment must **not** be used until repaired or replaced.

Manual Handling

All staff have a duty to assess their personal capability before lifting or moving equipment, furniture, or other loads. If an individual believes that handling an item could result in injury or aggravate an existing condition, they must seek assistance from colleagues or use mechanical aids.

The Trust will ensure that each school is equipped with appropriate mechanical aids and lifting equipment, and that staff are trained in their safe use. Where necessary, a risk assessment shall be completed prior to undertaking manual handling tasks.

Basic Manual Handling Procedure:

1. Plan the lift and assess the load. If the item is awkward or heavy, use a mechanical aid, such as a trolley, or enlist the help of another person.
2. Choose the most direct and obstruction-free route, ensuring it is as level as possible.
3. Ensure the area where the load will be placed is clear.
4. When lifting:

    - Bend the knees and keep the back straight.
    - Position feet apart and angled outward for stability.

- Hold the load close to the body and maintain a firm grip.
- Lift smoothly and slowly, avoiding twisting, stretching, or overreaching wherever practicable.

Violence at Work

Staff must not be exposed to any risk of violence or threatening behaviour in the course of their duties. Aggression or violent behaviour from students, visitors, contractors, or colleagues will **not be tolerated**.

All incidents of aggression, violence, or near misses must be reported immediately to the line manager and, where appropriate, the relevant year team or Headteacher. Incidents must also be formally recorded using the **Incident Report Form**, following the school's procedures.

Planned Safety Checks

Planned safety checks are carried out to ensure the ongoing safety, functionality, and compliance of procedures, equipment, and premises within each school.

Responsibilities:
The **Site Manager** or, in smaller schools, the **Headteacher**, is responsible for organising and overseeing all scheduled maintenance and safety checks. This includes ensuring that an appropriate programme is in place and that all checks are recorded.

Electrical Equipment Maintenance:
The following categories of electrical equipment must be inspected and maintained:

Annual Maintenance:

- Large electrical appliances, including cookers, washing machines, microwave ovens, and other fixed equipment (including leakage tests where applicable).
- Small Class I electrical equipment, such as portable appliances, extension leads, and other items requiring an Earth bond.
- Small Class II electrical equipment, including double-insulated portable appliances subjected to frequent movement.
- Plugs, sockets, and mains leads.
- Other fixed or specialist equipment, including design technology machinery, ICT equipment, drama and cleaning equipment, and staff-owned electrical devices.

Biennial Maintenance:

- Small Class II electrical equipment not subjected to frequent movement.

Annual Inspections:
All other equipment not specifically covered above shall be inspected annually. An appropriate, programmed, and recorded maintenance schedule must be maintained, particularly for:

- All indoor and outdoor sports and play equipment.
- School water systems, including hygiene checks, temperature monitoring, and Legionella prevention measures.
- Mechanical equipment used in Design Technology.
- Fume cupboards and dust/vapour extraction systems.
- Catering equipment, including ventilators.
- Ladders, stepladders, and mobile scaffold or access equipment.
- Door closers, running gear, and catches.
- Lifting equipment, winches, hoists, lifts, and stays.
- Printing and reprographics machinery.
- Kilns, autoclaves, and other specialist apparatus.

Standards and Providers:
The Trust requires that recommended and competent providers are used where necessary, ensuring compliance with statutory safety standards, professional competence, record keeping, quality assurance, and insurance coverage.

Premises Inspections:
Each school shall undergo an annual inspection conducted jointly by the **Business and Estates Manager** and the **Site Manager/Headteacher**. The purpose of this inspection is to:

- Identify any areas requiring maintenance, repair, or upgrading.
- Detect significant deterioration which may compromise health and safety compliance.
- Provide an opportunity to update and review relevant risk assessments for the premises.

Physical Education (PE) and Sports Equipment

All students receive instruction on the correct and safe use of PE and sports equipment. Staff are responsible for ensuring that all equipment is set up correctly and safely prior to use.

Any concerns regarding the condition of outdoor or indoor facilities—including playing fields, astroturf pitches, gymnasiums, sports halls, or other apparatus—must be reported immediately to the **Site Manager** or **Headteacher** for remedial action.

All fitness suite equipment shall undergo a formal **annual maintenance and service check** to ensure safety, functionality, and compliance with statutory requirements.

Mobility and Assistive Equipment

Parents and guardians are responsible for the maintenance, servicing, and safety of their child's personal mobility and assistive equipment. Within the school environment, staff will ensure that such equipment is used responsibly and safely, supporting student independence while maintaining health and safety standards.

Where oxygen cylinders are required, they shall be stored securely in a **designated storage area**. Relevant staff members shall receive appropriate training in the safe handling, removal, storage, and replacement of oxygen cylinders, in accordance with statutory and

manufacturer guidance.

Control of Substances Hazardous to Health (COSHH)

In accordance with the **Control of Substances Hazardous to Health Regulations (COSHH) 2002**, the Trust and all schools within the Hartismere Family are legally required to control substances that may pose a risk to health.

Hazardous substances may take various forms, including but not limited to:

- Chemicals (e.g., cleaning products, laboratory reagents)
- Products containing chemicals (e.g., paints, adhesives, disinfectants)
- Fumes (e.g., from science experiments or technology workshops)
- Dusts (e.g., wood dust, chalk dust, flour)
- Vapours (e.g., from solvents or paints)
- Mists (e.g., from sprays or aerosols)
- Gases and asphyxiating gases (e.g., carbon dioxide in confined spaces)
- Biological agents (e.g., pathogens such as *Leptospira* causing leptospirosis, *Legionella* causing Legionnaires' disease)

Responsibilities

Designated specialist staff, such as **Heads of Department**, **Science Leads**, or other responsible personnel, shall undertake COSHH risk assessments for all areas where hazardous substances are used or stored. These assessments must be:

- Circulated to all staff who may work with or be exposed to the substances
- Strictly followed in accordance with:
    - Manufacturer instructions and product labels
    - The relevant COSHH risk assessment
    - Any additional school procedures or guidance

Where appropriate, **personal protective equipment (PPE)** will be provided, and its use will be mandatory where specified by risk assessments.

Storage and Disposal

All hazardous substances must be:

- Stored in their original containers with clear labelling, including product information and hazard warnings
- Disposed of in accordance with the procedures outlined in the COSHH risk assessment and in compliance with relevant legislation

Emergency Procedures

Emergency procedures, including those for spillages, accidental exposure, or other hazardous incidents, must be:

- Clearly displayed in all areas where hazardous substances are stored or routinely used
- Followed at all times by trained staff

Monitoring and Review

Heads of Department, or other designated responsible staff, are required to ensure that COSHH risk assessments and control measures are:

- **Reviewed at least annually**, or sooner if there are significant changes in substances, working practices, or following an incident
- **Updated and communicated** to all relevant staff promptly

All records of assessments, reviews, and control measures must be maintained in accordance with the school's health and safety procedures, ensuring availability for audit, inspection, or statutory compliance purposes.

Gas Safety

All installation, maintenance, and repair of gas appliances, fittings, and associated pipework will be carried out exclusively by a **competent Gas Safe registered engineer**.

The following measures will be implemented to ensure the safe operation of gas systems:

- Regular inspection and maintenance of all gas appliances, pipework, and flues by competent personnel
- Verification that all rooms containing gas appliances have **adequate ventilation** to prevent the accumulation of hazardous gases
- Prompt reporting and rectification of any gas leaks, malfunctions, or irregularities identified during inspections or routine use

Records of all maintenance, inspections, and repairs will be maintained in accordance with statutory requirements and made available for audit or inspection.

Legionella

The Trust recognises the risks posed by **Legionella bacteria** and takes a proactive approach to water system safety. Water risk assessments are conducted:

- **Routinely**, in line with statutory guidance
- Whenever significant changes occur to the water system or building footprint

The **Site Manager** or **Headteacher** is responsible for ensuring that all operational controls identified in the water risk assessment are carried out and accurately recorded in the school's **Water Log Book**.

Key control measures include:

- Ensuring all hot water systems are functioning correctly
- Conducting **weekly temperature checks** to verify:

    - Hot water outlets ≥ 50°C
    - Cold water outlets ≤ 20°C

- **Weekly flushing** of infrequently used outlets to prevent stagnation
- **Monthly descaling** of shower heads and aerosolising taps

All records of inspections, checks, and remedial actions will be maintained and available for review to ensure compliance with health and safety legislation.

Asbestos

The Trust acknowledges the significant health risks posed by asbestos-containing materials and ensures that all staff, contractors, and visitors are protected through robust management procedures.

All staff are **briefed** on:

- The potential hazards associated with asbestos
- The location of any known asbestos within school premises
- The appropriate action to take if they suspect they have disturbed asbestos

Contractor Management:

- Contractors are informed of the presence and location of asbestos prior to commencing any work on site
- Contractors are explicitly instructed **not to disturb asbestos-containing materials**
- If a contractor encounters material suspected to contain asbestos, work must **cease immediately** until the area has been inspected and declared safe by competent personnel

Record Keeping and Documentation:

Each school maintains a dedicated **Asbestos Register Folder**, which includes:

- **Asbestos Site Emergency Plan**
- **Asbestos Survey Scoring Information**
- **Asbestos Register** detailing all known asbestos locations and conditions
- **Asbestos Site Permit / Work Method Statement** for contractors to sign prior to commencing work
- **Trust Asbestos Management Plan**
- **Trust Asbestos Policy**

All schools will adhere strictly to the **Trust's Asbestos Management Plan and Policy**, ensuring compliance with statutory obligations and ongoing monitoring of asbestos-containing materials. Regular reviews and updates of the asbestos register and associated documentation are conducted to maintain safety and regulatory compliance.

Incident Reporting and Record Keeping

Incident Reporting

All incidents, including accidents, near misses, and dangerous occurrences, must be **reported immediately** and documented using the official **Incident Report Form**. This form should be completed as soon as practicable by the member of staff attending the incident or the designated first aider.

Each school shall specify the locations where Incident Report Forms can be obtained and the procedure for submission. Reports must include:

- A clear and detailed description of the incident
- Individuals involved
- Any injuries sustained
- The circumstances and location of the incident

Student Incidents

Information relating to student injuries will also be recorded, where appropriate, on the student's **educational record**. First aid and accident records for students will be retained for the **duration of the student's enrolment**, plus an appropriate retention period to address safeguarding or liability considerations. All records will be maintained in accordance with **data protection principles (GDPR)** and school retention guidance. Once no longer required, records will be **securely disposed of** following guidance from the **Information and Records Management Society (IRMS)**: IRMS Academies Toolkit.

Staff Incidents

First aid and accident records relating to staff will be retained in compliance with **health and safety legislation**, including the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** and other relevant employment record requirements. Records will be kept for a **minimum of three years**, or longer if required by law, and securely disposed of thereafter.

Reportable Injuries, Diseases, and Dangerous Occurrences (RIDDOR)

The **Business & Estates Manager** (or Headteacher, where applicable) is responsible for maintaining a record of any incident that constitutes a **reportable injury, disease, or dangerous occurrence**, as defined under **RIDDOR 2013 (Regulations 4, 5, 6, and 7)**.

The Business & Estates Manager must ensure that:

- Reportable incidents are reported to the **Health and Safety Executive (HSE)** as soon as reasonably practicable, and **within ten days** of occurrence
- Complete and accurate records of reportable incidents are maintained

Reportable incidents include, but are not limited to:

Specific injuries:

- Death
- Fractures (excluding fingers, thumbs, and toes)
- Amputations
- Any injury likely to cause permanent loss or reduction of sight
- Crush injuries to the head or torso causing damage to the brain or internal organs
- Serious burns, including scalding
- Scalping requiring hospital treatment
- Loss of consciousness due to head injury or asphyxia
- Injuries sustained in enclosed spaces leading to hypothermia, heat-induced illness, requiring resuscitation, or hospital admission for more than 24 hours
- Injuries resulting in absence from work or inability to perform normal duties for more than seven consecutive days
- Accidents necessitating hospital treatment

Near-miss or dangerous occurrences:

- Events that could have caused injury but did not
- Collapse or failure of load-bearing components of lifts or lifting equipment
- Accidental release of a biological agent likely to cause severe human illness
- Accidental release or escape of any substance with potential to cause serious injury or health damage
- Electrical short circuits or overloads resulting in fire or explosion

Schools may include additional instances for completion of incident forms; however, only incidents defined under **RIDDOR** are reported to the **HSE**.

Monitoring and Review

All incident reports, both student and staff, will be **regularly reviewed** by the **Senior Leadership Team (SLT)** and/or the **Health & Safety Manager** to:

- Identify trends and recurring issues
- Implement corrective actions
- Ensure effective measures are in place to prevent recurrence

Coordination of Risk Assessment Work

The Trust requires that all foreseeable risks to staff, pupils, visitors, and others affected by school operations are subject to suitable and sufficient risk assessments. Appropriate control measures must be implemented in accordance with published guidance and Approved Codes of Practice (ACOPs), including relevant Health and Safety Executive (HSE) guidance.

Activities and environments that present an increased risk to site users, including those with potential for acute or chronic injury, occupational illness, or environmental contamination, must be supported by detailed risk assessments and safe systems of work.

Routine inspections of the premises, equipment, and curriculum activities (as detailed in the Procedures and Planned Safety Checks sections) must inform general risk assessments and highlight areas requiring further review and control.

While Headteachers hold overall responsibility for ensuring suitable and sufficient risk assessments are completed, this work may be delegated to competent and responsible staff such as Heads of Department, Curriculum Leaders, or the Business and Estates Manager. Each school must clearly identify responsible persons for key areas.

Key areas requiring specific risk assessment and control include, but are not limited to:

- **Science laboratories** – handling of chemicals, gases, and biological materials; use of burners, fume cupboards, and pressurised systems.
- **Design and Technology (DT) workshops** – use of powered machinery, hand tools, and hazardous materials (e.g. dust, adhesives, finishes, soldering).
- **Food Technology rooms** – use of heat sources, sharp utensils, electrical appliances, and management of food hygiene and allergens.
- **Educational visits and off-site activities** – including residential trips, sporting events, and travel arrangements; ensuring compliance with the Trust's Educational Visits Policy and EVOLVE system.
- **Performing Arts and Physical Education** – use of stages, lighting rigs, gym equipment, outdoor pitches, and supervision of physical activity.
- **School security and site access** – management of visitor control, vehicle movement, and out-of-hours site use.
- **Contractor management and maintenance work** – ensuring safe systems for hot works, working at height, and isolation of utilities.
- **Working at height** – including ladder use, display installation, and roof access.
- **Manual handling operations** – movement of heavy or awkward loads, delivery handling, and furniture relocation.
- **Computer rooms and display screen equipment** – workstation setup, posture, and eye-strain risks.
- **New and expectant mothers** – consideration of specific workplace adjustments and welfare facilities.
- **Lone working** – after-hours work or work in isolated areas of the site.
- **Fire safety and evacuation** – including drills, alarm systems, and emergency routes.
- **First aid and medical provision** – ensuring sufficient trained staff and properly maintained first aid supplies.
- **Substance management (COSHH)** – use and storage of cleaning, maintenance, and curriculum chemicals.
- **Environmental hazards** – including asbestos management, legionella control, and waste disposal.

All designated staff responsible for risk assessments must ensure that assessments are:

- Reviewed at least annually, or sooner following significant changes, incidents, or new guidance;
- Communicated to all relevant staff; and
- Properly recorded and retained in accordance with Trust procedures and legal requirements.

Fire Safety Procedures

The Trust recognises its duties under the **Regulatory Reform (Fire Safety) Order 2005** to ensure, so far as is reasonably practicable, the safety of all building occupants in the event of fire.

Fire Risk Assessment

A Fire Risk Assessment shall be completed and reviewed **annually**, or sooner if there are significant changes to the premises, staff or student numbers, building use, or relevant legislation.
The assessment will identify fire hazards, persons at risk, and suitable control measures, including prevention, detection, and evacuation procedures.

Fire Safety Information

- All **fire evacuation routes** shall be clearly marked with approved signage, and a **fire evacuation plan** displayed prominently in each classroom, office, and workroom.
- The **fire evacuation procedure** shall be displayed on staffroom noticeboards and other key locations throughout each school.
- **Fire exit routes and assembly points** are detailed in **Appendix D** (each school to insert).

Fire Drills and Testing

- A minimum of **one fire drill per term** will be conducted and recorded in the school's **fire logbook**.
- All false alarms and evacuations will also be recorded.
- The **site team or other designated responsible person** will carry out a **weekly fire alarm test**, activating a different call point each time and recording results in the fire log.
- **Emergency lighting** and **automatic fire detection systems** will be tested and maintained by competent external contractors, with results logged accordingly.
- The site team or responsible person will conduct **half-termly checks** of fire exits to ensure they are unobstructed and operational, and **daily checks** of main entrance and exit doors.

Fire Equipment and Training

- All **fire extinguishers** and **fire blankets** will be serviced **annually** by a competent contractor.
- **Fire doors** shall be fitted with self-closing mechanisms and maintained to ensure correct operation.
- **All staff** complete annual **fire safety training** via *The National College*, and **nominated fire marshals** receive additional, role-specific training.
- **All commercial waste containers, skips, and flammable materials** shall be stored well clear of buildings to minimise arson risk.
- The school will maintain effective **liaison with the local Fire and Rescue Service**

regarding site-specific fire safety arrangements and access routes.

Emergency Procedures

In the event of a fire:

1. The alarm will be raised immediately by the person discovering the fire, and **emergency services will be contacted**.
2. Evacuation procedures will commence immediately following the displayed routes.
3. **Fire extinguishers** may only be used by trained staff, and only where it is safe to do so.
4. Staff and students will proceed to the **designated assembly points**.
5. Teachers will conduct a **register check**, cross-referencing with the daily attendance register.
6. **All staff, students, and visitors** will be accounted for.
7. Re-entry to the building will only occur once the **Fire and Rescue Service** confirm it is safe to do so.
8. **Personal Emergency Evacuation Plans (PEEPs)** will be in place for all individuals with reduced mobility or other additional needs.

Locally Organised Building Repairs and Alterations

The **Asbestos Register** is held at **Reception** and must be reviewed by all visitors and contractors before commencing work.
All contractors must sign the **Asbestos Awareness Form**, confirming they have read and understood the Asbestos Report.
No work shall begin until this process is complete and the area is confirmed as safe.

First Aid – Training and Equipment

Provision

- First aid kits are located at designated **first aid stations** throughout the school.
- A poster (**Appendix E** – each school to insert) displaying the **location of first aid kits** and the names of trained first aiders must be displayed in each staffroom.
- The **First Aid Lead** is responsible for monitoring kit contents and reordering supplies as necessary.
- Disposal of **sanitary and clinical waste** is managed through an approved external contractor.

Training

- The **First Aid Lead** maintains a register of all trained first aiders.
- Training records are also held on the school's **Single Central Record**.
- Sufficient numbers of trained **First Aiders and Appointed Persons** must be available at all times to meet the requirements of the **Health and Safety (First-Aid) Regulations 1981**.

Procedures

- In the event of an incident requiring an ambulance, the **school office** shall be contacted immediately, and administrative staff will make the emergency call.
- If contact with the local GP surgery is required, this will also be arranged via the front office.
- An **Incident Report Form** shall be completed following any first aid incident, as detailed in the *Incident Reporting and Record Keeping* section of this policy.

Educational Visits

- A suitably stocked **first aid kit** must accompany all educational visits, particularly those that are **residential, overseas, or involve hazardous activities**.
- At least one **trained first aider or appointed person** must accompany all such visits.
- Trip leaders are responsible for ensuring that adequate first aid provision is available **during travel and at the destination(s)**.
- All incidents occurring during an educational visit must be recorded on an **Incident Report Form**.

Vehicle Control and Pedestrian Safety

The Trust recognises its duty to ensure, so far as is reasonably practicable, the safety of pedestrians and vehicles on all school sites.

- **Parking:** Adequate on-site parking is provided for teaching and support staff. Separate parking areas are designated for visitors. Parking for other persons, including students, may be limited.
- **Cycling:** All bicycles must be parked in the designated cycle racks.
- **Buses and Minibuses:** School buses and minibuses shall use the designated roadway loop for student drop-off and collection.
- **Deliveries:** Routine delivery vehicles must use the designated delivery bays. Refuse collection and other large vehicles must attend the site at times which do not coincide with student arrival, departure, or breaks.
- **Supervision:** Members of staff will be on duty at site entrances immediately before and after the school day to ensure the safety of pedestrians and vehicles.
- **Speed and Access:** Appropriate speed restrictions, road markings, and signage are in place to separate pedestrian and vehicle routes wherever practicable.
- **Maintenance:** The Site Manager is responsible for ensuring vehicle and pedestrian areas are well lit, free from obstructions, and maintained in a safe condition.

Off-Site Visits

All off-site visits and activities are planned and managed in accordance with the **Trust's Educational Visits Policy** and relevant DfE guidance (*Health and Safety on Educational Visits*).

The Visit Leader must ensure that:

- A **risk assessment** is completed for all off-site visits and activities.
- Each visit is **appropriately staffed**, with sufficient supervision levels and at least one **qualified first aider** where the risk assessment identifies this as necessary.
- Staff carry a **school mobile phone**, an **appropriate first aid kit**, and **emergency contact details** for students and staff.
- Information on the **medical needs** of participating students is available and reviewed in advance of the visit.
- An **Incident Report Form** is completed following any accident or near miss during the visit.

Staff Wellbeing and Occupational Stress

The Trust is committed to promoting the health, safety, and wellbeing of all staff and recognises that a positive working environment supports effective teaching and learning.

- Each school maintains a **Health, Safety and Welfare Policy** and a **Staff Workload and Wellbeing Policy**, available in both paper and electronic formats.
- The Trust employs staff who hold **Senior Mental Health** and **Menopause Awareness** training to provide informed support within schools.
- The Trust is committed to identifying and reducing **workplace stressors** through risk management and staff consultation.
  Where a member of staff reports that they are suffering from stress, a **stress risk assessment** will be conducted in partnership with the individual.
- Where possible, adjustments will be made to mitigate identified stressors, and staff will be signposted to **counselling or occupational health support** as appropriate.
- Staff are regularly advised of **training opportunities and courses** relating to stress management and wellbeing.
- The **Stress Management Tool** (**Appendix F**) may be used by line managers to facilitate discussions and action planning.

New and Expectant Mothers

In accordance with the **Management of Health and Safety at Work Regulations 1999**, a specific risk assessment will be undertaken whenever an employee or student notifies the school that they are pregnant, have given birth within the last six months, or are breastfeeding.

Appropriate control measures will be implemented to reduce or remove any identified risks. The assessment will be regularly reviewed as the pregnancy progresses or if the employee's working conditions change.

Specific health considerations include:

- **Chickenpox and Shingles:** These can pose risks during pregnancy if the expectant mother has not previously had chickenpox. Exposure must be reported immediately to a GP or antenatal care provider.

- **Measles and Rubella (German measles):** Contact with either infection should be reported to a GP or antenatal care provider immediately for further investigation.
- **Slapped Cheek Disease (Parvovirus B19):** If exposure occurs before 20 weeks of pregnancy, medical advice must be sought urgently, as there is a small risk to the unborn child.
- **COVID-19:** Pregnant women are considered at higher risk of severe illness from COVID-19. Control measures, including adjustments to working conditions and social distancing, will be implemented as necessary.

The Headteacher and/or line manager will ensure that any actions identified in the risk assessment are implemented promptly and reviewed throughout the pregnancy.

School Minibus

The Trust ensures that the operation of school minibuses complies with all legal and safety requirements.

- Only staff who have successfully completed the **Trust-approved driving assessment** and provided valid **licence and insurance documentation** are permitted to drive the minibus.
- All minibuses undergo **routine servicing and safety inspections** in accordance with manufacturer guidance and legal requirements.
- Records of servicing, inspections, and driver authorisation are held in the **school office** and are available for inspection.
  Staff must complete pre-use **vehicle safety checks** before each journey.
- Seatbelts must be worn by all passengers at all times, and appropriate supervision must be maintained during student transport.

Supporting Students with Medical Needs

All schools within the Trust will follow the **Department for Education's statutory guidance: Supporting Pupils at School with Medical Conditions (DfE, 2015)** and any subsequent updates.

- Each school will maintain an **Individual Healthcare Plan (IHP)** for students with long-term or complex medical needs.
- Staff will receive appropriate **training** to support students with specific medical conditions.
- Medicines will be **stored, administered, and recorded** in line with school procedures and the Trust's **Supporting Students with Medical Needs Policy**.
- Parents and carers will be involved in developing and reviewing IHPs to ensure safe and effective care.

Contractors on Site

All contractors must report to **Reception** on arrival, where they will sign in and be issued with a **visitor lanyard or badge**.
The only exception to this requirement is where **planned building works** are wholly

contained within a fenced and secure area approved by the school, under the supervision of an on-site project manager.

Pre-Start Arrangements

- All contractors must adhere to the **Rules for Contractors**, which will be provided by the **Site Manager or Headteacher** prior to the commencement of work.
- Contractors must familiarise themselves with the school's **Health and Safety procedures**, including fire safety, safeguarding, and emergency arrangements.
- Contractors are also expected to comply fully with their own **Health and Safety policies** and all relevant statutory requirements.
- Where necessary, a **pre-start site meeting** will be held to confirm working hours, access routes, restricted areas, vehicle movements, welfare arrangements, and emergency procedures.

Health and Safety Coordination

- The agenda of site meetings will include:
    - Fire and emergency procedures
    - Smoking restrictions
    - Site access and vehicle movement restrictions
    - Waste disposal and environmental controls
    - Any additional items relevant to the health, safety, and welfare of staff, students, and visitors

- Contractors making deliveries to the school will be restricted to designated areas and times, as agreed with the **Site Manager or Headteacher**. These arrangements may be amended as necessary to meet operational requirements.
- When parts of the premises are restricted due to ongoing works or other safety considerations, the **Site Manager or Headteacher** will notify all staff and maintain formal records of when and how this information was communicated.

Permit to Work

Certain high-risk activities require formal written authorisation through the **Permit to Work system** before work commences.
These activities include, but are not limited to:

- Hot works (e.g. welding, soldering, cutting, or grinding)
- Work on roofs or at height
- Confined space entry
- Electrical isolation or live electrical work
- Excavations or work affecting underground services
- Work that may disturb asbestos-containing materials

The **Site Manager or Headteacher** (or other competent person) will issue a **Permit to Work** once the following conditions are satisfied:

- A suitable and sufficient **risk assessment** and **method statement (RAMS)** have been received and reviewed
- Appropriate **control measures** and **emergency procedures** are in place
- Relevant staff are informed of the planned activity and associated risks

The permit must be:

- Signed by both the issuing officer and the contractor's representative
- Displayed clearly at the work location for the duration of the task
- Closed and signed off upon completion of the work or at the end of each working day

Monitoring and Compliance

- The **Site Manager or Headteacher** (or a delegated responsible person) will monitor contractor activities to ensure compliance with the school's Health and Safety requirements and to prevent danger to others on site.

- Monitoring will include checks that:
    - Work areas are securely fenced and access-controlled
    - Materials, tools, and equipment are stored safely
    - Contractors adhere to agreed procedures and site restrictions
    - Contractors' staff work safely and do not engage in unsafe or reckless behaviour

Any unsafe practices or breaches of the agreed procedures will result in the **immediate suspension of work** until corrective measures are implemented.

Work Experience Students and Visitors Engaged in Practical Work

The Trust recognises its duty of care towards all **work experience students, trainees, and visitors** who participate in or observe practical activities on school premises. Appropriate arrangements are in place to ensure their **health, safety, and welfare** at all times.

General Principles

- All work experience students, trainees, and visitors must receive a **site induction** appropriate to the level of risk associated with their visit or placement.

- Supervising staff are responsible for ensuring that all such individuals are aware of:
    - The school's emergency procedures, including **fire evacuation** and **first aid** arrangements.
    - Any **specific hazards** associated with the area or activities they will be involved in.
    - The requirement to **report all accidents, near misses, or unsafe conditions** immediately.

Work Experience Placements

- Prior to commencement, a **risk assessment** will be completed for each placement, taking into account:
    - The nature of the tasks to be undertaken.
    - The age, experience, and capability of the student.
    - The level of supervision required.
    - Any individual health, medical, or learning needs.

- Students will not be permitted to engage in any **high-risk activities** or operate hazardous machinery unless:
    - A risk assessment demonstrates the activity can be carried out safely.
    - Adequate **training and supervision** are provided.
    - Suitable **personal protective equipment (PPE)** is worn.

- Supervising staff must provide **continuous supervision** for all high-risk practical work, particularly in **science laboratories**, **design and technology workshops**, **food technology rooms**, and **art studios**.

Visitors Engaged in Practical Work

- Visitors, including guest instructors or demonstrators, may only participate in or lead practical sessions with the prior approval of the **Headteacher** or **Designated Responsible Person**.
- Such visitors must be made aware of all relevant **risk assessments**, **COSHH assessments**, and **safe systems of work** before activities commence.
- Where visitors provide their own materials or equipment, they must ensure these items are **safe, fit for purpose, and properly maintained**.

Safeguarding and Conduct

- All work experience students and long-term visitors must have appropriate **safeguarding checks** (e.g. DBS clearance) in line with the Trust's **Child Protection and Safeguarding Policy**.
- Supervising staff must ensure that professional boundaries and behaviour standards are maintained at all times.

Monitoring and Review

- Work experience arrangements and visitor participation in practical work will be **monitored** by the supervising department and reviewed at least annually.
- Any incidents, accidents, or near misses involving work experience students or visitors must be reported and investigated in line with the Trust's **Incident Reporting and Record Keeping** procedures.

Outside Lettings

The Trust recognises that school facilities are valuable community assets and may be made available for hire in accordance with the Trust Premises Management and Lettings Policy

(available on the Trust website). All lettings are managed to safeguard the health, safety, and welfare of all users and to protect school property.

Permitted Use

- General teaching spaces may be available for hire.
- Specialist areas — including Science laboratories, Design & Technology workshops, and Food Technology rooms — are not available for general hire due to the presence of equipment and materials posing higher risk.
- Any exceptions must be authorised in writing by the Headteacher and accompanied by a suitable risk assessment.

Booking and Access

- Only areas explicitly stated in the hire agreement may be accessed.
- Hirers may **arrive up to 10 minutes prior** to their booking for preparation, but must not enter the hired space before the official start time.
- Hirers must vacate the space promptly at the end of the booking period and leave the premises in a safe and orderly manner.
- All hirers must respect the school's **closing time of 9:00 p.m.** to allow for site security procedures.

Access, Security, and Supervision

- Locks and security systems remain active throughout lettings; access is limited to approved areas only.
- Additional entry/exit routes may be approved by the Site Team or Headteacher for welfare or accessibility reasons.
- The Headteacher reserves the right to have staff present and to terminate any activity that is unsafe or not conducted appropriately.
- Adequate adult supervision is mandatory when children or young people are present.

Health, Safety, and Fire Procedures

The hirer must:

- Comply with all statutory health, safety, fire safety, and safeguarding requirements.
- Conduct a risk assessment for their activities.
- Provide appropriate first aid equipment and trained personnel.
- Ensure all participants are familiar with emergency procedures, including fire exits, alarms, assembly points, and contacting the Fire Service if necessary.
- Maintain clear access to fire exits and escape routes.
- Ensure all electrical equipment brought onto site is PAT-tested and in good working order (within 12 months for earthed equipment or within 4 years for double-insulated equipment).
- Use fire-resistant materials for any scenery, drapes, or props in performances.

Use of Premises

The hirer must ensure that:

- Activities are conducted safely and in an orderly manner, avoiding obstruction or overcrowding.
- Noise levels are reasonable and do not interfere with fire alarms.
- Smoking and vaping are strictly prohibited.
- Dogs and other animals are not allowed, except for registered assistance dogs.
- Alcohol consumption is prohibited unless prior written consent and local authority licensing are obtained.
- Vehicle parking is restricted to designated areas; fire routes, emergency access points, and 'no entry' zones must remain clear.

Insurance and Liability

- All hirers must hold suitable Public Liability Insurance and provide evidence prior to hire.
- For non-commercial community hires, the Trust offers an optional Hirer's Liability Insurance Policy (10% of the hire charge) unless the hirer provides valid cover.
- Hirers are responsible for any damage, additional cleaning, or maintenance arising from their use.
- All incidents, accidents, near-misses, or fires must be reported immediately using the school's **Incident Report Form**, and the hirer must cooperate with any investigation or review.

Safeguarding and Competence

- Activities involving children, young people, or vulnerable adults must be led by appropriately qualified and competent staff.
- All staff and volunteers must have the required DBS checks.
- Trust safeguarding procedures must be strictly followed.
- Hirers of outdoor facilities must discuss requirements for changing rooms, toilets, and welfare facilities in advance.

Policy Monitoring, Evaluation and Review

The **Hartismere Family of Schools Academy Trust** is committed to maintaining the highest standards of health, safety and welfare across all schools within the Trust. To ensure that these standards are sustained and continuously improved, robust arrangements for monitoring, evaluation, and review are in place.

Monitoring

- The **Headteachers** and **Business & Estates Manager**, supported by the **Health & Safety Officer**, are responsible for the **day-to-day monitoring** of health and safety standards and procedures within each school.

- Routine inspections of premises, plant, and equipment will be undertaken by designated competent persons, with findings recorded in the **Health & Safety Logbook** and any required actions followed up promptly.
- The **Local Governing Bodies (LGBs)** receive regular health and safety updates, including reports of incidents, inspections, and training undertaken.
- The **Trust Board** retains overall oversight and will review periodic monitoring reports to ensure statutory compliance and effective management across the organisation.

Evaluation

- The Trust will evaluate its health and safety performance through:
    - Analysis of **accident, incident and near-miss data** to identify trends or areas of concern.
    - Regular reviews of **risk assessments** and **safe systems of work**.
    - Feedback from **staff, students, parents, and contractors** regarding health and safety practices.
    - Outcomes of **internal and external audits** and inspections, including those undertaken by competent persons or enforcing authorities (e.g. the HSE or Fire Service).
- Findings from these evaluations will inform the development of action plans aimed at continuous improvement in health, safety, and welfare standards.

Review

- This policy will be formally **reviewed annually** by the **Business & Estates Manager** in consultation with the **Headteachers**, **Health & Safety Officer**, and **Trustees**.
- The review will take into account:
    - Changes in relevant **legislation, regulations or statutory guidance**.
    - Alterations to the **Trust's organisational structure or premises**.
    - Outcomes from monitoring, inspections, and incident investigations.
- Any amendments to this policy will be approved by the **Trust Board** and disseminated to all staff via electronic and noticeboard communication channels.
- All staff will be informed of significant updates, and any necessary **training or briefings** will be provided to ensure the revised procedures are fully understood and implemented.

Continuous Improvement

The Trust is committed to a culture of **proactive risk management** and **continuous improvement**. Health and safety is viewed as a shared responsibility, and all members of

the school community — staff, students, governors, contractors, and visitors — are expected to contribute to maintaining a safe and secure environment for all.

Appendix A

The Critical Incident Team

Sarah Gray - Headteacher	07910 888807
Geoff Luxton - Headteacher	07593 924333
Matthew Kenningham - Site Manager	07979 950810
Matthew Hodson - Site Technician	07517 857729

Appendix B – Critical Incident Procedures

See also the Trust Business Continuity Plan

1. Fire or Flood

1. Raise the alarm immediately from the nearest point.
2. Contact the Fire Service.
3. Close windows and doors only if it is safe to do so.
4. Evacuate the building in an orderly manner using designated fire exit routes.
5. Muster at the allocated assembly area.
6. Course leaders or responsible personnel must take a roll call.
7. Report any missing persons immediately to the Headteacher, Site Team, or other designated responsible person.
8. Await further instructions and follow the guidance of the Fire Officer, Headteachers, or other responsible personnel at all times.

2. Bomb Scares or Terrorist Activity

1. Do **not touch** suspicious packages.
2. Sound the alarm immediately.
3. Contact the Police and Fire Service.
4. Evacuate the building using designated fire exit routes.
5. Muster at the allocated assembly area.
6. Course leaders or responsible personnel must take a roll call.
7. Report any missing persons immediately to the Headteacher, Site Team, or other responsible personnel.
8. Await further instructions and follow guidance from emergency services and school leadership.

3. Death, Serious Accident, or Near Miss

(Including incidents off-premises or during educational visits)

1. Headteachers should gather and verify accurate information about the incident.

2. Notify the Health & Safety Executive (HSE) where required.
3. Retrieve the relevant contingency plan.
4. Convene the Critical Incident Management Team (CIMT) and develop an incident action plan.
5. Establish a communications room with a dedicated telephone line.
6. Start an **Incident Log**.
7. Contact the families of those involved and make arrangements to inform other parents as appropriate.
8. Inform all teaching and support staff, and pupils.
9. Contact appropriate support services.
10. Respond to media enquiries if required.
11. Inform associated schools.
12. Follow procedures outlined in short-, medium-, and long-term critical incident plans.

4. Attack, Threat, or Aggression

(Including unauthorised entry to a teaching space)

If the threat is minor:

1. Remain calm.
2. Ask the individual to state their identity and purpose.
3. Check whether they have reported to Reception; if not, direct them appropriately.
4. Avoid actions that could put yourself or pupils at risk.
5. If unable to summon help immediately, remain calm until assistance arrives.

If the incident involves significant threat or attack:

1. Headteachers gather accurate information.
2. Inform the LEA if required.
3. Retrieve the contingency plan and convene the CIMT.
4. Develop an incident action plan.
5. Establish a communications room with a dedicated telephone.
6. Start an Incident Log.
7. Contact families of those involved.
8. Inform all staff and pupils.
9. Contact support services as necessary.
10. Respond to media enquiries if appropriate.
11. Inform associated schools.
12. Follow short-, medium-, and long-term critical incident procedures.

5. Unauthorised Removal of a Pupil

1. Remain calm.
2. If safe, ask the individual to identify themselves.
3. Resist removal **only if it does not place anyone at risk**.
4. Gather a description of the individual(s) and vehicle registration if possible.
5. Contact the police immediately.

If the situation escalates or involves significant threat:

- Follow the same procedures as outlined for “Attack, Threat, or Aggression” above, including CIMT activation, incident logging, family contact, staff and pupil notification, and engagement with support services.

6. Incident Reporting

- In **all cases**, an **Incident Report Form** must be completed as soon as possible and submitted according to school procedures.
- Records of all incidents must be maintained and reviewed to ensure continuous improvement in health and safety procedures.

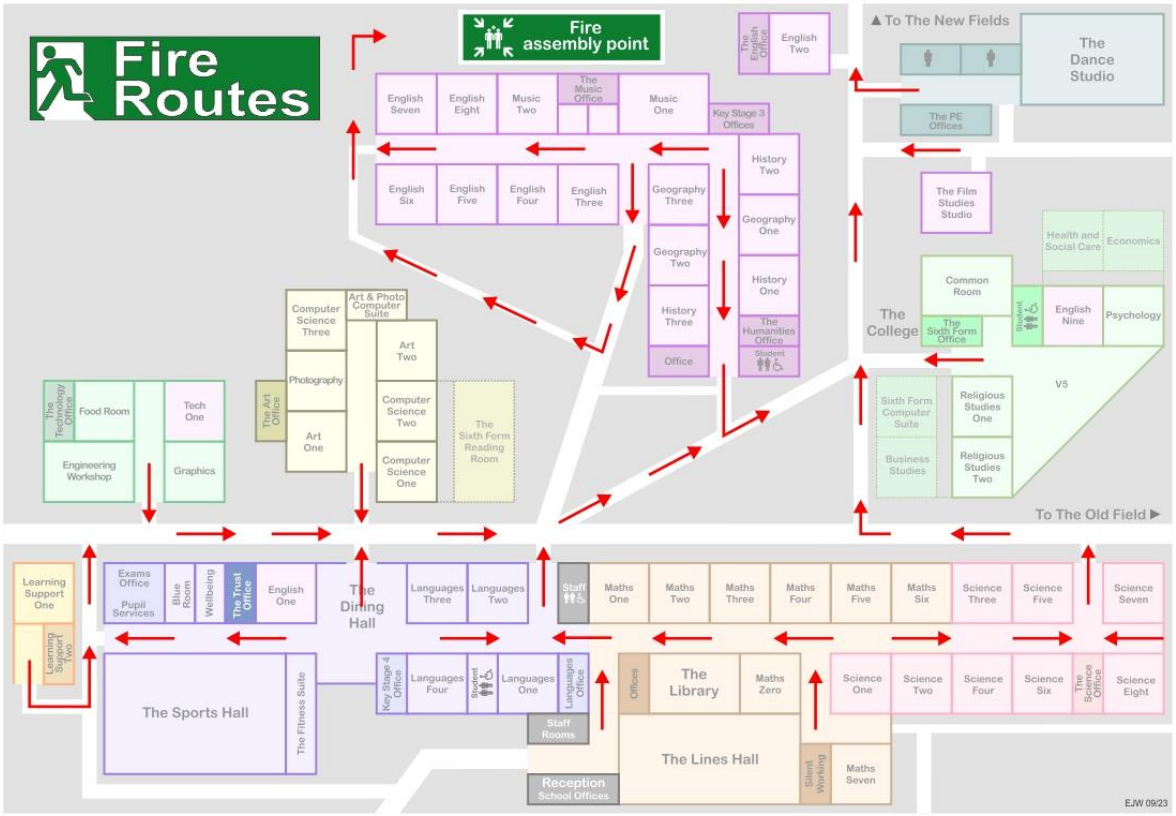
Appendix C

Key Holders

Member of Staff	**Emergency Contact Details**
Sarah Gray - Headteacher	07910 888807
Geoff Luxton - Headteacher	07593 924333
Matthew Kenningham - Site Manager	07979 950810
Matthew Hodson - Site Technician	07517 857729
Additional keyholder details stored electronically	

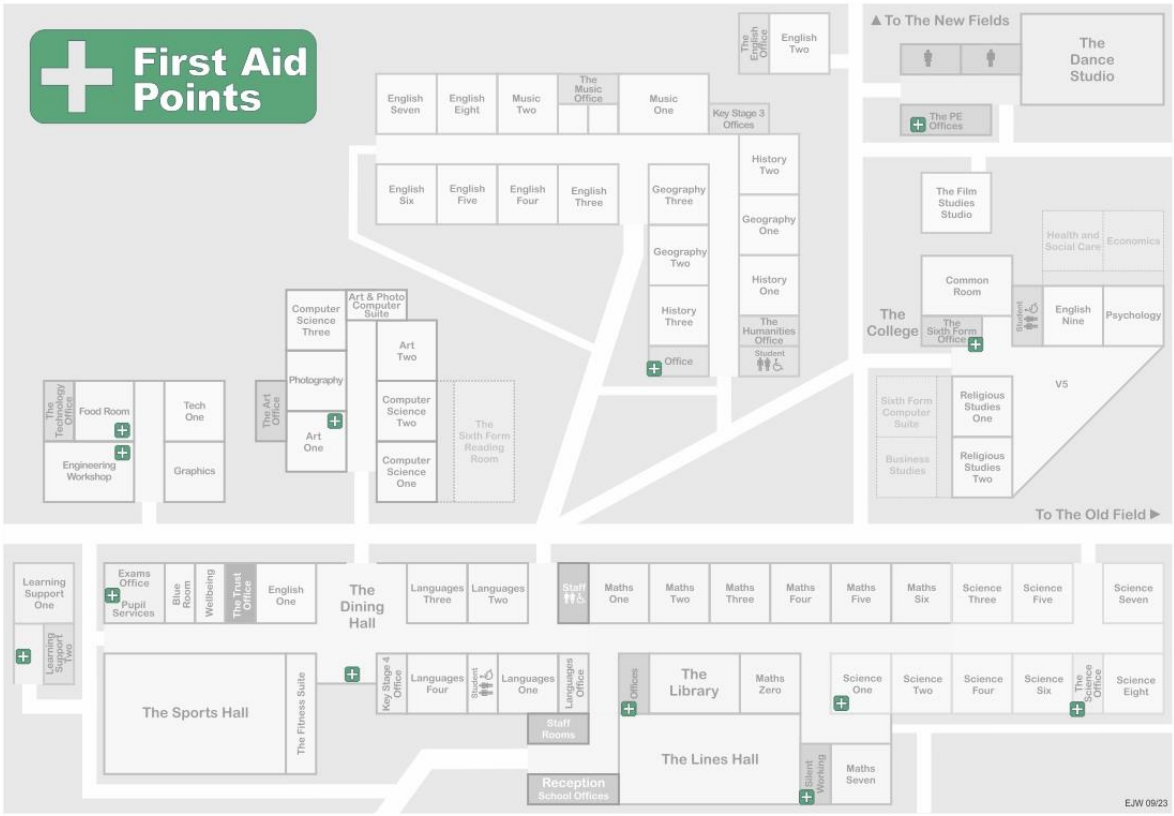
Appendix D

Fire Evacuation Plan/Routes for Smaller Schools



Appendix E

Location of First Aid Kits



Appendix F

Stress Management Tool

https://www.hse.gov.uk/stress/assets/docs/indicatortool.pdf