



BRIGSHAW
LEARNING PARTNERSHIP

Health & Safety Policy

Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



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1. Statement of intent

Introduction

Brigshaw Learning Partnership ("the Trust") is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors, and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.

The Trust will pay particular attention to:

- Providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study.
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities.
- Taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections.
- Providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance.

The Trust will strive to maintain or improve its' arrangements through on-going monitoring and review processes.

The "Health and Safety Law" poster and Certificate of Employers Liability must be displayed in an area where it is visible and all employees can easily read it.

Purpose

This Policy outlines the Trust's responsibilities and obligations regarding health and safety. It also sets out the responsibilities of the individual to ensure compliance. The Policy aims to ensure that everyone is able to work in a safe environment.

Scope

The Health and Safety Policy applies to all employees employed throughout the Trust. In adherence with the Policy, employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

Some staff may have additional responsibilities to ensure compliance with this Policy. This will be indicated in the Policy should this apply.

All visitors and contractors are also required to adhere to this Policy and must be capable of demonstrating their compliance with the associated policies and procedure.

Policy review

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this Policy and associated procedures. A review of the Policy and associated procedures will be undertaken on an annual basis or earlier.



2. Roles and responsibilities

The Trust Board

The Trust Board has a corporate responsibility for ensuring that the Trust fulfils all the legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- There exists an up to date and effective policy for health and safety management across the Trust which is supplemented by underpinning policies and procedures as appropriate.
- Their employer responsibilities are met, through the appointment of a Competent Person to provide professional advice on health and safety matters.
- There are arrangements in place to consult employees about the risks at work and current preventive and protective measures.
- There are arrangements in place to assess risks to employees, learners, visitors, and contractors who could be affected by their activities.
- All employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety.
- Funds are allocated appropriately to meet the requirements of this Policy and relevant legislation.
- Notification and reporting procedures to the relevant statutory authorities are carried out.
- External independent reviews are undertaken on a periodic basis to supplement internal reviews by the Competent Person.
- Health and safety matters are a standing agenda item at all Trust Board meetings.

Each Trustee will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the Trust.

Finance, Audit & Risk Committee

The Finance Audit and Risk Committee will:

- Advise the Trust on the adequacy and effectiveness of the Trust's systems and arrangements for risk management including that for health and safety.
- Identify and review the key risks to which the Trust is exposed, approving the Risk Management Policy, risk register and action plan against significant risks, and monitoring the action plan against significant risks.

Chief Education Officer (CEO)

The Chief Education Officer is responsible for ensuring that the duties of the Trust Board are met, and that all organisational responsibilities and arrangements as set out in this Policy are communicated, implemented and maintained.



The Headteacher

The Headteacher has the overall responsibility for the day-to-day management of Health and Safety within their individual school. They may delegate functions and responsibilities in respect of health and safety matters to other employees within their school, however this does not relieve them of the overall management responsibility.

This includes to:

- Implement the Health and Safety Policy and associated procedures (in accordance with section 3 of this Policy), ensuring that this is regularly reviewed and revised annually.
- Monitor health and safety matters in their school and provide information and evidence of compliance to the Local Governing Body and the Trust Executive Team as required on:
 - the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result;
 - the number of instances of staff absence due to workplace related injury or work-related mental impairment e.g. stress related;
 - health and safety training completed, schedules in place to train where it is required.
- Progress action plans from any Health and Safety external audits or any other recommended actions from inspection reports; undertake review of policies and procedures within the Trust framework and update local procedures as necessary.
- Ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees and Trustees as appropriate.
- Ensure adequate and appropriate first-aid provision.
- Ensure that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach).
- Ensure that all employees within their school receive the necessary health and safety information, instruction, training, and supervision to conduct their roles and responsibilities safely.
- Ensure that all the pupils, students, contractors, or visitors understand and follow school procedures which apply to them.
- Promptly inform the Chief Education Officer of all matters relating to serious breaches of this Policy including any major incident to be addressed under this Policy. Wherever reasonably practicable this should be prior to action being taken but should not hinder reporting to the appropriate legal body within the timescales specified.
- Ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety.
- Ensure that the advice of the Competent Person or of the Trust is acted upon.
- Ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment meaning they require additional support or protection.



Competent Person

The Trust appointed Competent Person is a suitably qualified (NEBOSH) and experienced individual who will advise the Trust and individual schools on all matters in respect of Health and Safety.

This will include:

- Leading on the development and maintenance of Trust wide and school specific health and safety procedures.
- Leading on establishing procedures and monitoring arrangements for the conducting and implementing routine health and safety activities (e.g. Fire Safety) as required.
- Ensure that procedures are in place or implemented to collate and store information related to accidents and other health and safety data and related information and that periodic checks are made on the adherence to the agreed procedures.
- Assist with and, where appropriate, conduct investigations regarding the circumstances and causes of accidents as required.
- Ensure that procedures are in place or implemented, and that periodic checks are made on the adherence to the agreed procedures, to ensure that records are maintained and updated to meet the requirements set out in the relevant health and safety legislation and regulations.
- Advise the Trust on the implications of new or changing Health and Safety legislation and make recommendations accordingly.
- Contribute to the development, implementation and ongoing maintenance and monitoring of health and safety action plans enabling regular updates to leadership, and Trustees.
- Contribute to the development and monitoring of key performance indicators to support the Trustees in monitoring the effectiveness of Health and Safety policy and procedure across the Trust and attend meetings with Trustees to discuss as appropriate.
- Support leadership/managers to maintain safe systems of work; implement best practice and provide specialist advice, coaching and practical support as required.
- Assist leadership/managers and staff with health and safety issues and support the role of the Trust's Audit and Risk Committee as required.
- Assist leadership/managers in implementing health and safety systems and procedures to meet specific requirements, such as accident reporting, departmental risk assessments, COSHH etc.
- Access professional support and guidance from other relevant organisations and external sources as necessary.

All employees

All employees of the Trust have a responsibility to take due care of their own health and safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the Trust will act responsibly to ensure that they:

- Understand and comply with the Trust Health & Safety Policy and their individual schools' and procedures at all times.
- Cooperate with the Trust and individual school management on all matters relating to health and safety.
- Only use equipment or machinery that they are competent or have been trained to use.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, and correct operating procedures.
- Make use of all necessary control measures in place and ensure appropriate personal protective equipment (PPE) is provided to all users for health and safety reasons.



- Report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation.
- Immediately report any concerns or issues in the interests of health and safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures.
- Do not misuse anything that has been provided for health and safety purposes.
- Encourage pupils and students to follow safe practices and observe safety rules including:
 - to follow instructions by a member of staff in case of emergency.
 - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
 - inform a member of staff of any situation, which may affect their safety or that of another pupil.

Visitors and contractors

The Trust recognises its responsibility for the actions and safety of visitors and contractors on its premises.

Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of the Trust/school premises.

All contractors are required to read, understand, and comply with the health and safety procedures (including emergency procedures) at each Trust/school premise; all contractors and any of their subcontractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/school premise. Signed documentation must be obtained to ensure all contractors on site have received and understood their duties in accordance with our health and safety procedures.

3. Arrangements

Consultation and health and safety representatives

Each Headteacher is responsible for ensuring effective arrangements are in place to consult employees on matters relating to health and safety. This will be provided through inclusion of health and safety in employee team meetings, briefings, and appropriate programmes of training. All employees and learners will be strongly encouraged to discuss safety concerns; report accidents, incidents or near misses and be encouraged to promote a positive health and safety culture.

School departmental meetings must be held at least termly and will be used as a forum for the two-way communication of health and safety matters. Minutes of the meetings, including agreed actions and owners, must be taken, and stored on the compliance system. Items raised at these must be reported to the Trust Chief Operating Officer.

Under the Safety Representatives and Safety Committee Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust or school in writing when a health and safety representative has been appointed and, where this is the case, the Trust/school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust/school will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.



Health and safety information and training

Health and safety inductions – all new employees

Each Headteacher is responsible for ensuring that each new employee appointed in their school completes a health and safety induction, this would normally be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions for all employees will include (but not restricted to) information on:

- The location of the health and safety law poster.
- Health and safety responsibilities outlined in their job description.
- How they can access health and safety policies and information.
- How they are able to raise any concerns or issues they may have in regards to health and safety matters.
- First aid provision – location of first aid boxes, names of first aiders.
- Accident/incident and near miss reporting – location of accident/incident/near miss forms, reporting procedures.
- Fire and emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g. continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points.
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities.
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored.
- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided. A copy of this signed induction form is to be held within the individual's personnel file.

Health and safety training

Each Headteacher is responsible for ensuring that all employees receive regular training in the following:

- Fire awareness
- Basic health and safety at work
- Accidents, incidents and near misses

The following additional training should be completed where relevant to role:

- COSHH awareness
- Manual handling
- Working at height (e.g. ladder, stepladders)
- Display Screen Equipment Assessment
- Asbestos Awareness
- Legionella

In the case of an employee who was employed before the above mandatory health and safety requirements have been adopted, their training must be undertaken within eight weeks from the effective date of this policy (unless there are extenuating circumstances). A copy of the training certificate is to be held within the individual's personnel file.



Designated first aiders

Each Headteacher is responsible for ensuring that they have an adequate number of designated first aiders and prior to designation, ensure that they are fully trained and receive a valid certificate demonstrating their competence in first aid at work. Refresher training will be undertaken within 3 years of original certification to continue to be a designated first aider. Other staff may benefit from undertaking first aid awareness. A copy of the training certificate is to be held within the individual's personnel file.

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.

PFA training must be renewed every three years and be relevant for workers caring for young children. Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early year setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate. A copy of the training certificate is to be held within the individual's personnel file.

Designated fire marshals

Each Headteacher is responsible for ensuring that they have an adequate number of fire marshals and prior to designation they are fully trained in fire awareness and in the operation of firefighting equipment. Refresher training will be undertaken within 3 years to continue designation as a fire marshal. A copy of the training certificate is to be held within the individual's personnel file.

Accredited managing safely

The Trust will make arrangements for ensuring that the following employees/trustees/school governors throughout the Trust will complete Management Safety training early as practicable following the start of their employment/appointment (or from the effective date of this Policy):

CEO/Executive Leadership Team/Headteachers

Deputy Headteacher

School Business Manager

Premises/Site Manager/Caretaker

Designated Trustee (H&S responsibility)

A copy of the training certificate is to be held within the individual's personnel file.



Asbestos awareness

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete asbestos awareness training as early as practicable following the start of their employment/appointment (or from the effective date of this Policy). Training will be refreshed on a two-year cycle or sooner:

- Competent Person
- Person responsible for asbestos register at each site
- Premises Manager/Caretaker

A copy of the training certificate is to be held within the individual's personnel file.

Asbestos duty to manage training

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete Asbestos Duty to Manage training as early as practicable following their start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two-year cycle or sooner:

- CEO/COO
- Competent Person
- Person responsible for the asbestos register at each site

A copy of the training certificate is to be held within the individual's personnel file.

Legionella training

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete Legionella training as early as practicable following the start of their employment/appointment (or from the effective date of this Policy). Training will be refreshed on a two-year cycle or sooner:

- Competent person
- Premises/Site Manager/Caretaker

A copy of the training certificate is to be held within the individual's personnel file.

Health and safety monitoring and inspections

A general inspection of each school will be conducted on a termly basis and undertaken by the nominated qualified person, in liaison with the Headteacher.

The Trust will make arrangements for an external independent health and safety review on a triennial basis.

Risk assessments

In accordance with the Management of Health and Safety at Work Regulations (1999) the Trust will ensure that arrangements are in place for carrying out risk assessments of work activities to identify significant hazards that could harm either employees or others affected by the activity, in order to decide what actions are required to eliminate, reduce, or manage the risk as far as is reasonably practicable. Where control measures are implemented, they will be reviewed on an annual basis or as required (e.g. as a result of an accident/near miss, a change to the work activity or a change of legislation) whichever happens earliest.

Any individual given the responsibility for undertaking a risk assessment or approving a risk assessment will be suitably qualified individuals who are aware of the processes involved and maintain a record of the assessment.

A risk assessment register will be maintained in each school by the appropriate nominated manager. All employees are made aware of any changes to risk assessments relating to their work.



Specific risk assessments relating to individuals will be held on that person's file. It will be the responsibility of employees to inform the Headteacher or his/her nominated individual of any medical condition (including pregnancy) which may impact upon their work.

Advice and assistance on the completion of risk assessments may be sought from the Trusts' appointed Competent person and performed in accordance with the below:

- Any activity with a potential risk to safety must be the subject of a written risk assessment.
- Risk assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.
- Specific risk assessments must be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and in respect of high-risk activities identified by legislation.
- Risk assessments must be undertaken by or under the control of the Competent Person and the school Head of Department/Premises Manager/Caretaker. Training will be provided, as necessary, to any person who is required to record risk assessments.
- The findings of the risk assessments must be reported to and approved by the Headteacher. Control measures required to remove or control risks identified by the risk assessments, must be approved by the Headteacher, who will ensure that responsibility for implementation is delegated, communicated, and implemented effectively.
- The school Head of Department/Premises Manager/Caretaker must check to ensure that control measures are implemented and that they are operating effectively.
- Copies of risk assessments must be held by the school and be available to all employees as hard copies and held on the compliance system. All employees must ensure that they are fully conversant and comply with these documents.
- Any new hazards or circumstances which render a risk assessment inadequate must require a revised document to be agreed by the Headteacher before work continues.

First aid

The Health and Safety (First Aid) Regulations 1981 places a legal duty on the Trust and each school to provide 'adequate and appropriate' equipment, facilities and qualified first aid personnel to ensure all employees receive immediate attention if they are injured or taken ill whilst at work.

This legal duty does not make first-aid provision for non-employees; however, it is strongly recommended by the Health and Safety Executive and therefore, it is the Trust's policy that provision should be made for them at all schools.

Each Headteacher is responsible for ensuring that legislation and supporting Trust guidance is complied with and they have the necessary detailed action to take, recorded in the First Aid Policy and associated risk assessments.



Adherence to the Trust Policy as outlined below is required:

- First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage.
- Any person may apply a plaster or bandage to their own skin.
- Names of appointed first aiders are displayed on staff notice boards. There are no rules on exact numbers. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. You should consider the likely risks to pupils and visitors, as well as employees, when deciding on the numbers of first aid personnel⁵.
- Non-first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.
- First aid kits and eye wash stations are provided throughout all premises.
- A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked weekly by a nominated person.

Accident, incident and near miss reporting procedure

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all employees are required to report any accident, incident and near miss.

- An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.
- All accidents and near misses must be reported immediately to the School Business Manager (or nominee). The School Business Manager (or nominee) will ensure that these are recorded in the accident book on the day of occurrence.
- It is the responsibility of the School Business Manager (or nominee) to ensure each incident is correctly recorded and that an investigation is carried out as appropriate.
- Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the HSE by the School Business Manager. It is the responsibility of the School Business Manager (or nominee) to let the Chief Operating Officer know that there is an event reportable under RIDDOR.
- Accident and near miss statistics will be compiled by the School Business Manager on a termly basis and will be provided to the Chief Operating Officer with dialogue and initial analysis performed.
- The site of any accident or near miss should not be cleared without the authorisation of the Chief Operating Officer as the Police, Health & Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

Each school will have a procedure in place to collect personal information about the (potentially) injured person(s) in relation to accidents, incidents, near misses, or dangerous occurrences arising out of or in connection to their work. This procedure includes a record form which must be kept safely and accessible to all employees. All completed records will be retained in a secure location once completed and in accordance with the Data Protection Act 2018.



Each Headteacher will review and report on the occurrences of accidents, incidents, near misses, or dangerous occurrences which have taken place each term (and cumulatively during the academic year) and any actions taken as to reduce or eliminate the risk of future occurrences of any particular instance.

Where any serious injury results in an employee, or visitor requiring medical attention at a hospital then the nominated Competent Person should be immediately notified by the Headteacher for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required in accordance with RIDDOR 2013. The Competent Person will liaise with representatives as appropriate. Where injuries involve learners, the parent will be notified by the Headteacher or his/her nominated person.

What to do in the event of an accident

- Do not approach until it is safe to do so.
- Call a first aider or ambulance if necessary.
- Report the accident to the School Business Manager (or nominee).
- Do not move anything except to release the injured person(s) until given specific authority to do so in case the police /HSE/EHO wish to investigate the incident.

Responsibilities of a designated first aider in responding to an accident

- Make the area safe and seek support from those required to assist.
- Arrange additional medical support, including the emergency services.
- Liaise with emergency services, or arrange for this to take place.
- If relevant, ensure the COSHH assessment and/or data sheet is provided to medical personnel.
- If possible, determine injuries.

Responsibilities of the Headteacher (or nominee) in responding to an accident

- Investigate the cause.
- Record information, conditions, statements.
- Take photos, measurements, samples, etc.
- Record the incident in the accident book.
- Check the area is safe before restarting work.
- Report all incidents required under RIDDOR.
- Carry out an incident investigation and if necessary, prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.
- Keep records of all incidents for reference.
- The Chief Operating Officer (or nominee) will act on the findings of the investigation to try to prevent further recurrence.
- Records must be securely retained for at least three years after any incident which:
 - Requires reporting in accordance with RIDDOR 2013.
 - Is an occupational injury which results in an employee being away from work or incapacitated for more than 7 consecutive days.
 - Is an occupational accident-causing injury which results in an employee being away from work or incapacitated for more than 3 consecutive days (not counting the day of the accident but including any weekends or other rest days) a record must be kept.

Each Headteacher is responsible for ensuring that legislation and supporting Trust guidance is complied with.



Workplace slips and trips

Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees.

Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the school Premises Manager/Caretaker immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

Skin conditions

Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

The following general protective measures are to be followed:

- All hand jewellery, other than wedding rings, should be removed whilst at work.
- Tongs, etc. are provided for handling food and should be used wherever possible.
- Hands should be thoroughly dried after washing.
- Any skin rashes, itches, etc. should be reported immediately to your line manager.

Musculoskeletal injury

Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury).

Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their line manager. The line manager will then take action in accordance with this policy in seeking guidance from the Competent Person.

Food safety

All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

Controls in place include:

- Ongoing cleaning regime in all work and storage areas;
- Temperature controlled food storage;
- Daily, recorded temperature checks;
- Segregated food storage;
- Food is marked with "use by" dates;
- Pest control points;
- Use of colour coded cutting boards;
- Use of separate knives for different types of food (meat, vegetables, etc.);
- Regular cleaning of all work equipment and surfaces.

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.



Security and safeguarding

The Trust aims to provide a safe and secure environment for our employees, visitors, students, and others who may visit our premises or use our facilities.

Access is restricted to authorised persons. A security risk assessment is carried out and all reasonable steps are taken to prevent unauthorised access to our premises.

Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.

Safeguarding/Child Protection policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies. Varying levels of safeguarding training will be deployed in accordance with individual roles and requirements. A copy of any training certificate is to be held within the individual's personnel file.

Visitors

Visitors must report their arrival and departure at reception. They are then supervised while on site by the person responsible to host their visit. Safety rules and emergency procedures will be communicated prior to leaving the reception area.

Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their line manager if there are any suspicions.

Alcohol and other substances

It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or other substances at work will be treated as gross misconduct and will be subject to disciplinary action.

Any employee who is involved in taking such substances while not at work will be provided with advice and support in dealing with the situation provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for the Trust in future.

Stress

Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems.

Employees are informed at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.

A stress risk assessment will be conducted in order to assist in the management and provision of support.

We recognise that stress is a key area of concern for employees and the Trust. Through a third-party provision, the Trust have a contract in place for all employees which includes an employee assistance programme (EAP). The EAP care provides support and information for employees, and their line managers, to facilitate an earlier return to work.



Smoking

Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials.

Smoking within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

The use of e-cigarettes is also banned from premises and grounds.

Driving on Trust business

Driving at work must be covered by Occasional Business Use Insurance Policy arranged by the employee.

Fire safety

The Trust recognises the importance of ongoing management of fire safety in each of its schools as part of safeguarding the safety of its employees, learners, visitors, and contractors. Each school is required to comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having its first priority the immediate and total evacuation of the building upon the discovery of fire, and ensure that adequate means of escape in the case of fire exist for all person on each school premise. The Trust operates a strict no smoking and no vaping policy across all Trust premises and grounds to support this.

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that the fire safety management and in particular, fire equipment, fire notices, and fire drills are in place and up to date.

The 'responsible person' is the Headteacher at each school, who is responsible for ensuring that appropriate arrangements are in place to ensure the safety of premises and occupants. This shall be in accordance with current legislation and supporting Trust guidance as outlined below:

- A fire risk assessment is carried out and held for the school premise. All of the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).
- Fire escape routes, doors and corridors are kept clear at all times. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by the school Premises Manager/Caretaker or other designated person. Emergency lighting is provided on escape routes and must be periodically tested and maintained by an approved contractor.
- Fire extinguishers are provided at fire extinguisher points throughout the buildings.
- Extinguishers are maintained under contract by an approved contractor and are inspected for misuse and damage as part of daily inspections by the site teams.
- Where a fire alarm system has been installed, this must be maintained under contract by a specialist contractor. Fire points should not be interfered with or obscured in any way. Fire points are tested weekly by the school Premises Manager/Caretaker (or nominee). It is recommended that alarmed call point covers are installed over the fire points to discourage misuse.
- Emergency lighting, where provided, is maintained by a specialist contractor.
- Emergency evacuation drills are practiced each term or at least every 6 months. Fire Marshals are appointed and trained to assist with evacuation. Personal emergency evacuation plans are compiled for those with impaired mobility.
- Records of testing, maintenance and evacuations are held by the school Premises Manager/Caretaker on the compliance system and will be subject to regular review.



Electrical safety

The Electrical at Work Regulations 1989 set out specific requirements on electrical safety which are in addition to general health and safety duties. These apply to all schools and can be categorised as follows:

- Fixed electrical systems – those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.
- Portable appliances – those that are plugged in or wired into the fixed electrical system.
- Risk assessments on electrical safety will take account of the requirements of the electricity at work regulations which cover both the fixed electrical systems and portable appliances.

The Headteacher at each school, in conjunction with the Chief Operating Officer, will ensure that:

- NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years or a percentage each year to reach 100% over 5 years with records kept.
- Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.
- Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the school Premises Manager/Caretaker and the Chief Operating Officer.

The Headteacher will ensure that all portable appliances will be visually inspected at the beginning of each term, or, more frequently, if its use or environment suggests this to be necessary e.g. obvious signs of misuse, damaged or discoloured plug tops, worn or loose cables. All portable appliances should be subject to a detailed inspection and test annually.

- Portable electrical appliances include any item that is electrically powered and used in the workplace, whether belonging to PAT or to an employee and includes ancillary equipment such as extension cables.
- Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your line manager and removed from service until replaced/ repaired by an accredited contractor. The use of insulating tape as a temporary repair is prohibited.
- Routine maintenance applied to all portable electrical appliances includes portable appliance testing annually by an electrical contractor.
- Any new appliances will be checked and approved by the school Premises Manager/Caretaker before being used on the premises. • Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.
- Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a residual current device (which will be tested regularly).

Any faulty or damaged appliances will be removed from use and either repaired by someone qualified to do so or disposed of to prevent its further use (and in accordance with appropriate disposal procedures). The item will be labelled with a 'do not use' sticker attached until it is suitably repaired or removed for destruction.

The Trust or its schools will not accept gifts or second-hand appliances, or bring in their own appliances from home.

The Trust or its schools will not sell any electrical items which it no longer has use of.



Asbestos

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous Asbestos Containing Materials (ACM's) were used to insulate or fire protect.

All ACMs should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, aertex ceiling and heat deflection materials as well as many other forms.

To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible duty holders for the maintenance or repair of work premises.

The Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, learners, contractors, visitors, and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's), also to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work is carried out within a Trust premise.

Each Headteacher is the duty holder for asbestos management at their school and has an overall responsibility for the safe management, maintenance, and repair of the school buildings under their control in accordance with the Trust Asbestos Policy.

The Headteacher at each school constructed before year 2000, is responsible for ensuring that they comply with the Trust's procedures including:

- They hold an up-to-date asbestos register.
- They hold an up-to-date asbestos management plan.
- Refurbishment and Demolition Asbestos Surveys are carried out prior to any building works.
- Appropriate, effective, and up to date asbestos information and training is made available to employees.

Asbestos surveys are carried out at all Trust premises in accordance with the control of asbestos regulations to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an asbestos register and is managed in accordance with an asbestos management plan to ensure that employees and others using the premises are not exposed.

The asbestos register must be made available to all contractors and site staff who will carry out work at the premises.

Any refurbishment work in a school building built before 2000 affecting the fabric of the building must be subject to a Refurbishment and Demolition survey before any work is allowed to take place.

Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/exclusion zones will be put in place.

If anyone suspects they have discovered or disturbed asbestos they should:

- Not disturb it further.
- Ensure that access to the affected area is prevented.
- Report it immediately to the school Premises Manager/Caretaker (or nominee) and the Chief Operating Officer.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.



Legionella

Legionnaires' disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop.

However, it should be noted that most people who are exposed to legionella do not become ill.

A legionella survey and risk assessment must be carried out by approved contractors. A legionella management plan will be provided and must be followed.

Depending on the nature of the water system at each Trust premise, regular checks such as temperature monitoring, flush through, descaling of shower heads and cleaning of water tanks may be required. The Chief Operating Officer will ensure that these checks, which will be detailed in the legionella management plan, are in place.

The Headteacher is responsible for:

- Ensuring that the routine legionella control tasks designated to an employee(s) following instruction and guidance from a specialist contractor are carried out and recorded in accordance with Trust procedures.
- Ensuring that all persons designated with a duty have the time, resources, knowledge, and training to carry out that duty.

Waste management

Waste is to be placed in the bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

Hazardous waste is collected separately and disposed using suitably registered contractors.

Records must be maintained including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

Manual handling

The Trust recognises that there will be occasions where items/equipment need to be moved and its' responsibility to provide guidance on measures that should be taken to ensure manual handling tasks (lift, support a load, pushing, pulling, setting down, turning, twisting, and reaching) are carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The Headteacher at each school will ensure that appropriate risk assessments, equipment and training/annual refresher training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices. Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, Risk Assessments must be written to reduce the risk to an acceptable level.



If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely.
- Avoid unnecessary handling by the use of any mechanical aids provided.
- Place materials as close as practicable to the workplace to limit distance, time, and effort.
- Avoid lifting any loads in excess of 25kg for men and 16kg for women.
- Do not overload shelves.
- Ask for help or guidance if necessary.
- Ensure sufficient personnel are available to undertake the lift considering the size, weight and shape of the load and the area in which the lift is planned.
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible.
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, apron, etc. as appropriate.
- During any repetitive work, allow sufficient time between lifts for resting. • Ensure good communication between all personnel involved in any shared lifts. • Avoid sudden movements (e.g. by catching a falling object).
- Do not put any other person at risk.

Working at heights

Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.

As such, work at height will be avoided where practical.

Ladders, stepladders, and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves.

However, care should be taken not to store heavy or bulky items at height.

If stepladders are used, the following general rules will apply:

- Manufacturer's guidance will be followed.
- The stepladders in use will be a minimum of "Class 2 Commercial".
- The stepladder must be of adequate length so the work can be done without overreaching.
- The stepladder must be erected on suitable firm ground and never on loose materials.
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept.
- If any ladder is considered unsafe it must be reported to the school Premises Manager/Caretaker (or nominee) and not used until it has been repaired/replaced.

A register of ladders and access equipment inspections must be maintained by the school Premises Manager/Caretaker (or nominee).

The Headteacher at each school will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height. Accident and absence statistics will be monitored to evaluate the effectiveness of working at height procedures. A copy of the training certificate is to be held within the individual's personnel file.

Employees will not undertake any activity that involves working at height or use of equipment designed for tasks that involve working at height unless they have received appropriate formal training.



Lone working

The Trust recognises that there may be an increased risk to the health and safety of employees whilst working alone. Lone working procedures will apply for those employees who are working:

- during normal working hours (Monday – Friday 07.30 - 17.00 in term time) at an isolated location within the normal workplace; or
- outside normal working hours unaccompanied.

Each Headteacher and their nominated person(s) are responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working in their individual school, and that any control measures identified are implemented. The Headteacher will ensure that all necessary employees are fully aware of any precautions or specific methods of work to be followed, including the action to be taken in the event of an emergency. Employees will only undertake lone working following appropriate authorisation in accordance with their school's safe systems of work and any associated procedures. Where appropriate this may include an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.

Display screen equipment regulations

The Trust recognises its responsibilities for the health and safety of its employees when they are working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Whilst the regulations do not strictly apply to learners, the Trust will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

Each Headteacher will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work station assessment. DSE assessments should be carried out as part of a new employee's induction processes and then annually or every time there is a significant change in the way an individual works.

A separate DSE is required if working from home to that completed in the work environment as the two locations are different and need to be recorded as such.

If an individual identifies a specific need that cannot be addressed within existing school support/resources it may be appropriate for them to be referred to occupational health advisors and recommendations implemented as appropriate.

Employees who are working with display screen equipment will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated DSE work.

Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test by an optician at the Trusts expense on joining and every two years thereafter. Subsequent to this, the Trust will contribute towards glasses that are required specifically for use with computers and this must be approved by the optician by way of a letter.

DSE regulations state that the keyboard and screen must be separate, and therefore modifications will be required to laptops that are in prolonged use.



Control of substances hazardous to health (COSHH)

The Trust acknowledges that no substance can be considered completely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the Trust will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the Trust will ensure that the materials are managed and handled under the control of a COSHH assessments.

Some work involves the use of hazardous substances (e.g. cleaning). This work may be done by employees or contractors but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.

If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH assessment before being used. All actions identified in COSHH assessments are implemented.

Data sheets and COSHH Assessments must be kept available for reference at all times, with an up-to date folder held by the school Premises Manager/Caretaker (or nominee). If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to the hospital / doctor with the injured person.

Each Headteacher or his/her nominated individual(s) will ensure the:

- Maintenance of an up-to-date inventory (COSHH register) identifying all hazardous substances used on the school's premises and obtain the most current version of the respective material safety data sheets to be held with the inventory register.
- Secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains.
- Replacement of hazardous substances with safer alternatives wherever possible.
- Completion of a risk assessment for the use of any hazardous substances, which present a significant health risk.
- Testing and maintenance of any equipment required for controlling exposure to substances (including personal protective equipment).
- Required and appropriate information, instruction and training is provided.
- Records of assessments are retained on the school premises and made available to the relevant individuals on request.
- Exposure of any individual to substances hazardous to health is either prevented or adequately controlled.



Provision and use of work equipment (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the Trust and its employees to ensure that equipment used at work is:

- Suitable for intended use.
- Safe for use, maintained in a safe condition (safety features are functioning correctly), and in certain circumstances, inspected to ensure that this remains the case.
- Used only by individuals for its intended purpose and following adequate instruction, information, and training.
- Accompanied by suitable safety measures where required (e.g. protective devices, markings, and warnings).

Each Headteacher or their nominated individual is responsible for the effective and full implementation and monitoring of PUWER 1998 in their school. All new equipment purchased should be CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.

All employees will be responsible for ensuring that they use equipment only for its intended purpose and with required safety/protective equipment or clothing. In advance of using the equipment the employee is responsible for ensuring that they have been given appropriate information, instruction, or training:

- The conditions in which and the methods by which the work equipment may be used.
- Foreseeable abnormal situations and the action to be taken if such a situation were to occur.
- Any conclusions to be drawn from experience in using the work equipment.
- Information and instructions required for use are understood.

Employees will not remove equipment from school premises for use at home with the exception of assigned laptops.

Lifting operations and lifting equipment regulations (LOLER)

The LOLER Regulations 1998 set out requirements relating to lifting equipment which is defined as ‘working equipment used at work for lifting and lowering loads and includes attachments used for anchoring, fixing or supporting the load’. Such a definition covers a wide range of equipment in schools including hoists and passenger lifts. Each Headteacher is responsible for identifying with support from the Competent Person, equipment they have which would fall under the regulations. The Premises Manager/Caretaker will make arrangements for ensuring the lifting equipment is regularly examined by an accredited contractor, organising remedial action for any defects, and keeping relevant documents and reports which are readily retrievable.

Management of contractors

The Trust is committed to protecting all its employees, learners, and visitors from any incidents which may be as a result of any works undertaken by a contractor.

Alongside this, they are equally committed to ensuring that any contractor working at the Trust/school (and any individual (“authorised individual”) acting on behalf of the Trust through delegated authority) must be satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability, and a record of putting them into practice before they are selected for work. Further details can be found in the Managing Contractors at Work Policy.



Appointment of Professional Advisers

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisers for the procurement and management of any projects which are likely to exceed 30 days or involve more than 500 person days of work. The professional advisers will have included in their terms of reference their responsibility to ensure the following takes place within the CDM Regulations:

- Notification of the Health and Safety Executive (HSE).
- The appointment of a CDM Co-coordinator and Principal Contractor.
- Production of a health and safety file and construction phase plan.

The appointment of professional advisers in the above instances will be undertaken by the Chief Operating Officer.

As part of the selection process, the Trust or any of its authorised individual(s) will ensure that the Trust's Management of Contractors Procedure is followed for tender/quotation/award/monitoring and review of contractors for works on Trust/School sites.

Personal protective equipment (PPE)

The Trust recognises the requirement for the use of personal protective equipment (PPE) where it is identified as a required measure to protect employees and contractors whilst they are performing their assigned duties.

Each Headteacher or their nominated individual will ensure that PPE is provided where required or identified as a control measure following a risk assessment. That appropriate information and training on the proper use and maintenance of it will be provided when issued.

Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned, and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning, and testing.

All employees issued with PPE will:

- Wear it at all times while performing their assigned duties.
- Ensure the equipment is cleaned and stored as required.
- Inform the appropriate individual of any defects in the PPE in accordance with school procedures.

PPE requirements in connection with COVID 19 are contained within the school risk assessments. This will be in line with the latest DfE/PHE guidance.

PPE Risk Assessment

No work will commence without a risk assessment identifying any PPE requirements. Failure to use PPE should be a hazard in itself. All PPE worn must work together with other items of PPE. If this is not possible then the task must not continue until other control measures can be considered and introduced.

It must be remembered that hazards and subsequent risk are still present whilst PPE is being worn.

Gas safety

The Gas Safety (Installation and Use) Regulations 1998 requires the Trust to ensure that any gas appliance, installation, pipework, or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons. No person may work on gas fittings or appliances unless they are competent and accredited to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone registered on the Gas Safe Register.



The Headteacher or their nominated individual(s) will ensure that:

- Any contractor engaged to work on gas fittings or installations is Gas Safe Registered and appropriately qualified for the work to be carried out.
- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property.
- That gas pipework, appliances and flues are regularly maintained.
- that all rooms with gas appliances are periodically checked to ensure they have adequate ventilation – no blocked air inlets to prevent draughts, no obstructed flues, and chimneys.

Young person(s)

Young persons (those under 18 years of age) have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury.

If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby and any reasonably practical changes to be implemented.

The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate. If they are, then all parties should sign the risk assessment as being suitable to deploy.

Work experience

The Trust retains a duty of care for all its learners undertaking work experience and will ensure that any placement is appropriate.

Each Headteacher or their nominated individual(s) will ensure that:

- All learners are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities before taking part in work experience.
- All placements will be subject to a pre-placement check carried out by the school's suitably competent nominated person (see below) and supporting documentation completed. No work experience placement will go ahead if it is deemed unsuitable.
- Where work placements form part of an agreement with another educational body then the other body will be responsible for ensuring the equivalent placement checks are conducted.
- Arrangements are in place for the learner to be visited/monitored during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) to ensure that a member of the school's staff can be contacted should an incident occur.
- All incidents involving learners on work placement activities will be reported to the placement organiser at the earliest opportunity.
- Work placements will take account of the learner's particular special educational need/disability if appropriate.

Educational visits

The Trust recognises the duties in the Health and Safety at Work etc. Act 1974 and the regulations made under it apply to activities taking place on or off school premises (including school visits) in Great Britain.

Any incident occurring overseas is outside the Health and Safety Executive (HSE's) jurisdiction and HSE will not investigate or take action in relation to the actual circumstances of the incident itself. Whether criminal charges should arise from such incidents would be a matter for the relevant national authorities to consider and pursue. Some countries may allow parents and other parties to institute civil actions or private prosecutions following death or injury.



HSE can, however, consider any circumstances relating to activities carried out in Great Britain to support a particular visit which may reveal systemic failings in the management of school trips. This could include general management arrangements, i.e. risk assessments for the activities, training and competence of staff, co-operation, and co-ordination with other parties.

Headteachers are responsible for ensuring that satisfactory arrangements are made for educational visits organised for their learners including:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed.
- Adequate child protection measures are in place.
- Valid DBS certifications are in place where required.
- The group leader has sufficient experience and time to organise the visit.
- Training needs have been considered by a competent person.
- Local Authority Education Advisor approval has been given.
- Trust approval has been given.
- Adult to student ratios are appropriate.
- Arrangements are in place for those with education health care plans or medical needs.
- Appropriate insurance cover is in place (including cover for volunteers).
- All consent forms have been signed.
- The group leader/supervisor and other nominated persons have a list of all learners and adults on the visit, the contact details of each of them and a copy of the procedure to be followed in an emergency.
- The address, telephone number, and name of the contact person at the venue are obtained.
- A contingency plan is in place that caters for any changes in the itinerary or for any delays.

A number of the above tasks may be delegated to a nominated individual, (usually known as the Educational Visits Co-ordinator) however, the management responsibility remains with the Headteacher.

The Headteacher must be satisfied that their teachers and staff are competent to lead or supervise any off-site visit. It is a legal requirement that leaders are competent for the activities they are leading. On adventurous activities, leaders with specialist skills and qualifications will be used for the activity elements of the trip.

School minibuses

The Headteacher or his/her nominated individual will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed and will have a valid and up to date MOT certificate and insurance cover.

Mini bus drivers must receive appropriate training prior to being appointed as a mini bus driver, in accordance with legislation and guidance.

Offsite provision for pupils on roll/lettings

The Headteacher will be responsible for ensuring that procedures are in place for checking the other party's health and safety arrangements and that they are in accordance with the principles of the Trust policy and are covered by appropriate insurances.



Medical screening

Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:

- Mental and physical capacity to do the required work.
- Medical history which could be aggravated by the planned work or environment.
- Any reason to believe they may be a hazard to themselves or other specialist considerations.

Personnel with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an acceptable level, which will be defined by a risk assessment. Changes in health should be reported to HR for appropriate action.

Records will be held on the personnel file during employment and post-employment in line with our document retention policy, compliant with GDPR.

Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age, or religion.

Welfare facilities

The Trust is committed to providing high quality welfare facilities for our employees in compliance with the workplace (Health, Safety & Welfare) regulations. This includes toilets and washing facilities, drinking water, and changing facilities.

These are maintained in good condition by means of cleaning and regular inspection.

Employees should report any concerns with the facilities provided to their line manager or to school Premises Manager/Caretaker (or nominee).

Disabled person(s)

Disabled persons will be employed, subject to a risk assessment, provided the individual is capable of doing the work required without excessive risk to them and others and that the adjustments needed to accommodate the individual are not excessive.

Special arrangements and equipment will be provided to allow them to work safely where appropriate. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

Please see the Equality and Diversity Policy for further information relating to reasonable adjustments.

Pregnant women and nursing mothers

There is a potential risk to any unborn child if the mother over exerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.

A general risk assessment is produced by the line manager when an employee reports that she is pregnant, a detailed risk assessment must be recorded with her and suitable precautions agreed immediately. This risk assessment will be reviewed monthly, as a minimum, until the employee begins maternity leave.

On return to work a further risk assessment will be carried out and acted upon.