





# Vita Multi Academy Trust

## Health and Safety Policy

Date policy last reviewed: December 2025

Signed by:

 _____	Steve Jones, Chief Executive Officer	Date: _____
 _____	Michelle Andrews, Chair of Trustees	Date: _____

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## **Statement of intent**

At VITA Multi Academy Trust (VITA), we are committed to the health and safety of our schools, staff, students and visitors. Ensuring the safety of our communities is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the respective school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our schools.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (Schools Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance, including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This Policy links with the:

- Perins Schools Health and Safety Policy
- Sun Hill Junior Schools, including Perins Pre-School Health and Safety Policy

This policy operates in conjunction with the following school-specific policies:

- First Aid Policy
- Risk Assessment Procedure
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Partial Lockdown Procedure
- Full Lockdown Procedure
- Visitor Policy
- Contractors Procedure
- Manual Handling Risk Assessment
- Manual Handling Procedure
- Working at Heights Procedure
- Lone Worker Procedure
- Staff Wellbeing Commitment
- Display Screen Equipment (DSE) Procedure
- COSHH Procedure

- Asbestos Management Procedure
- Infection Control Procedure
- Whole-schools Food Policy
- Supporting Students with Medical Conditions Policy
- Administering Medication Procedure
- Behaviour Policy
- School Security Procedure
- Data Protection Policy
- Adverse Weather Procedure
- Minibus Procedure
- Educational Visits and School Trips Policy
- Evacuation Procedure

## **2. Roles and responsibilities**

The Vita Trustees and Chief Executive Officer will:

- Provide health and safety leadership for the network and ensure that a clear written policy statement is created, which promotes the correct attitude towards health and safety in staff, visitors, and students.
- Ensure responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities, ensuring that they have the sufficient experience required, knowledge and training to perform the tasks required of them.
- Ensure all relevant Trust Board decisions reflect the health and safety intentions in the Statement of Intent.
- Receive and consider a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g., accidents, near misses), statistics and other health and safety issues.
- Review the trust's health and safety policy and performance annually.
- Ensure sufficient resources are made available in respect of financial, time, equipment, and people
- Commit to regular evaluation and review of the health and safety policies to ensure their objectives are met and, as necessary, to modify the policies considering new legislation, incidents and other changing circumstances; and
- Act as a client under the Construction Design and Management Regulations 2015

The Vita Trust Health and Safety Working Group will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the schools.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy annually and ensure any necessary changes are made.

- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them from occurring.
- Ensure the schools have secured safe means of entry and exit for all site users.
- Ensure the schools can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the schools provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The headteachers will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the schools meet their health and safety duties – the competent person will be the health and safety manager.
- Attend the Vita trust health and safety working group

The Estates and Estates and Estates and Health and Safety Manager will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the local authority and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

The Deputy Estates Managers will:

- Support the Estates and Estates and Estates and Health and Safety Manager in implementing this policy on a day-to-day basis with the Estates team.
- Undertake inspections and safety checks along with their team to support this policy.

Team Leaders and/or Subject leads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Headteacher.

- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

The HR Manager:

- Will be responsible for the management of staff wellbeing, including the management of stress, with the assistance of the Estates and Health and Safety Manager.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board.
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety manager.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the schools can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

Fire Wardens:

- The head of each school will appoint staff to act as a fire warden for each respective building. There will be at least two per building.
- Fire wardens are expected to sweep buildings to ensure that all persons have evacuated.
- Fire wardens are expected to perform daily checks of evacuation routes to ensure that they are ready to use.

Students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the schools.
- Not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

### **3. Training and first aid**

The schools will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the schools.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the schools. Further detail is provided within the Training Procedure.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

#### **First aid**

The schools will act in accordance with the First Aid Policy at all times. The schools will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The schools will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the schools.

When conducting a first aid needs assessment, the schools will consider:

- The school's site.
- Students and staff members.
- The hazards and risks present.

The Chief Executive Officer will ensure that there is an appropriate number of first aid trained staff members working within in each school to support Trust staff.



The following staff members are trained first-aiders for the Vita MAT:

Name	Location	Location	Extension no.	Certification expiry date
Katie Gould	Perins School	Bl 7 – Main Office	284	08/02/2026
James Topping	Vita Multi Academy Trust	Bl. 4 - Eliot	231	08/02/2026

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Bl. 7 The Main Office	Katie Gould
Bl. 4 - Eliot	James Topping

#### **4. Contacting the emergency services**

The Head of School will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a student, office staff will contact the student's parent. Where necessary, all students will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the tennis courts. Staff will be aware of any students who have PEEPs. Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

#### **5. Accident reporting and investigation**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Estates and Estates and Health and Safety Manager using the incident reporting form on IAM Compliant.

The Estates and Estates and Health and Safety Manager will be responsible for informing the Chief Executive Officer if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The schools will always record and report work-related injuries to staff members or students.

##### **Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The schools will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne

- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The schools will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The schools will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

### **Reporting procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The schools will not submit written accident reports to the HSE, except for in exceptional circumstances. The schools will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9 of the HSE website, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

### **Reporting hazards**

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Estates and Health and Safety Manager as soon as possible, who will then inform the Head of School as appropriate. Serious hazards will be reported using the appropriate form available in the schools office.

## **Accident investigation**

All accidents arising from the condition of the estate or directed activity, however minor, will be investigated by the Estates and Estates and Health and Safety Manager and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid recurrence of the accident.

The Estates and Estates and Health and Safety Manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the recurrence of any incident or illness.

## **6. Active monitoring system**

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the Chief Executive Officer .
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk assessment**

The Chief Executive Officer has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the schools. The Estates and Estates and Health and Safety Manager will be consulted when risk assessments are being carried out.

A risk assessment procedure is in place to support staff in the writing of risk assessments. Team leaders and senior leaders will receive risk assessment training to support those within their team that create risk assessments.

Termly assessments of high-risk areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the schools. Risk assessments will consider the needs of staff, students, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Trust Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The schools will record any significant findings of any risk assessments, including the following:

- The identified hazards

- How people might be harmed by them
- What the schools have implemented to control the risk

The schools will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the Head of Schools will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **8. Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The schools utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The schools will remain especially vigilant to the following hazards:

- Members of staff or students running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## **9. Fire safety**

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The Chief Executive Officer is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The schools will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the schools, and records will be maintained and held by the trust Estates team. Emergency lighting will be tested on an annual basis, and records will be maintained and held on SharePoint.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The schools will implement their Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

## 10. Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the schools requires injections to manage a health condition
- Where a student brings a sharp into the school
- Where glass is broken within the schools, or broken glass is found on or around the school's premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school's premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the school's Security Policy.

### Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, and further information for staff will be provided in the form of a normal operating procedure (NOP):

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp object onto the school's premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school's premises will be managed in line with the Administering Medication Policy.

The Head of Schools will ensure that all students are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all students away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of students. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school's premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Head of Schools and Estates Manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries and will follow the first aid risk assessment.

Injuries will be handled in line with the First Aid Policy.

## **11. Evacuation, invacuation, lockdown and bomb threat procedure**

The schools will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Procedure and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Procedure.

In the event of an emergency, the procedures outlined in the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All senior members of staff are trained in handling threats and have easy access to instructions of the procedure, which can be found in the procedures named above.

## **12. Visitors and contractors**

The procedures outlined in the Visitor Policy and the Contractors procedure will be implemented by relevant staff when receiving visitors to the schools.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the schools.

### **13. Construction and maintenance**

When undertaking construction or maintenance work, the schools will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Chief Executive Officer will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Chief Executive Officer will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Chief Executive Officer will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the schools want built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the schools expect the project to be managed
  - CDM appointments of the principal contractor and/or principal designer



- Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the schools manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Chief Executive Officer, kept up to date by the health and safety manager, and is made available to anyone who needs to alter or maintain the building.

The Estates and Estates and Estates and Health and Safety Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## **14. Personal protective equipment (PPE)**

The schools will provide employees and students who are exposed to a hazard at the schools, which cannot be controlled by other means, with PPE where appropriate. All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and students will use the PPE provided and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Students will report any loss or defects to their class teacher, who will report it to the Deputy Estates Manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the Estates and Estates and Health and Safety Manager to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and students will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The schools will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The CFO will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the schools will pay any tax and national insurance on uniforms and PPE that are not [exempt](#). Using a [P11D](#) form, the schools will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The schools will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the schools follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

The schools will always use PPE in line with UK Health Security Agency guidance.

## **15. Employee clothing**

If the schools purchase clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the schools will:
- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the schools reimburse them, the schools will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the schools will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the schools has given or lent clothing to employees. If clothing is given to employees, the schools will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the schools will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the schools pays for it

## **16. Work-related hazards**

### **Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The schools will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the schools will implement and follow its Manual Handling procedure.

### **Working at heights**

Procedures concerning employees working at heights will be addressed in the Working at Heights Procedure. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **Lone working**

Procedures concerning employees' lone working will be addressed in the Lone Worker Procedure. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **Stress management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Commitment and the stress procedure. Generic stress risk assessments are in place for each respective school.

### **Display screen equipment**

Display screen assessments will be carried out by the Estates and Health and Safety Manager for teaching staff and administrative staff who regularly use laptops or desktop computers. Further procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) procedure.

## **17. Maintaining equipment**

The schools will ensure that staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It will be the responsibility of the and Estates and Health and Safety Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the staff member using it and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The schools will make use of an automated external defibrillator (AED) as part of its first aid equipment through the DfE's [arrangements](#) to buy, install and maintain an AED.

## **18. Hazardous materials**

The schools will act in accordance with the school's COSHH procedure at all times.

The schools will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The schools will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Chief Executive Officer.

The Estates and Health and Safety Manager will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Estates and Health and Safety Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Estates and Health and Safety Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The Chief Executive Officer will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or student will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety manager. The Estates and Health and Safety Manager will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Estates and Health and Safety Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the schools. A termly audit of hazardous materials will be undertaken by the Estates and Health and Safety Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with the school's procedures.

## **19. Asbestos management**

In accordance with HSE guidance, an asbestos management survey was undertaken on 05/08/2020 by Asbestos Contracting Limited, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Procedure.

## **20. Cleaning**

Contract cleaners will be monitored by the Estates and Health and Safety Manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Estates and Health and Safety Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The Head of School is responsible for ensuring that the school is at a safe temperature for staff and students to work in. The schools will adhere to the provisions as outlined in The Education (Schools Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	17°C
Where there is a high level of physical activity. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 21. Infection control

The schools will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The schools will keep up to date with national and local immunisation scheduling and advice. All students' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The schools will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and students and staff are not permitted in schools if they are unwell. Staff and students displaying signs of infection will be sent home and recommended to see a doctor.

## 22. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis procedure will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the schools with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the HR Manager with a list of their allergies. Information regarding students' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the schools are able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on

students who are at risk of anaphylaxis, but whose device is not available or is not working. The schools will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The Head of School and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school's site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-Schools Food Procedure.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist students with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Procedure.

## **23. Medication**

The school's Supporting Students with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting students with medical conditions.

The schools will obtain notification from parents regarding any medication that students are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that students take – this will be checked prior to administering any non-prescription medication.

## **24. Smoking**

The schools are a non-smoking / Vaping premises, and no smoking / Vaping will be permitted on the grounds. The school's Behaviour Policy will be read and understood by all staff. All staff, students, visitors and contractors will be made aware of the policy.

## **25. Security and theft**

Steps taken to reduce security risks will be addressed in the School's Security Procedure.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the finance office, and staff should not be placed at risk of robbery.

Staff and students will be responsible for their personal belongings, and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist the police with their investigation.



All staff will be expected to take reasonable measures to ensure the security of the school's equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The schools will install access control and security measures to ensure the safety of the schools, e.g. security glazing on windows. The schools will ban individuals from the premises if they pose a risk to any member of the school's community. The schools will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **26. Severe weather**

The schools will act in accordance with the Adverse Weather Procedure where the weather could pose a risk to individuals on school's site.

The Chief Executive Officer, in liaison with the Trust Board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Trust Board will be promptly informed.

## **27. Safe use of minibuses**

Health and safety policy and procedures concerning school minibuses will be contained in the school's Minibus Procedure. The Estates and Health and Safety Manager will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence. Drivers will complete the relevant form from the Estates office and supply a DVLA declaration form.

If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.

Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The schools will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the schools.

A list of qualified minibus drivers is held on SharePoint and verification that they have read risk assessments is held on iAm Compliant.

## **28. School trips and visits**

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and Schools Trips Policy.

## **29. Near misses**

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.



If staff members, students, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident from happening in the future.

Reporting will be conducted via the IAM Compliance as soon as possible, where the Estates and Estates and Estates and Health and Safety Manager will then inform the Chief Executive Officer as appropriate.

The schools will report near misses via the Estates and Health and Safety Manager that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All significant accidents and near misses, however small, will be reported and investigated by the Estates and Health and Safety Manager and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid recurrence of the accident.

### **30. Monitoring and review**

The effectiveness of this policy will be monitored continually by the Chief Executive Officer and the Trust Board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is 01/12/2026.

The schools will establish a monitoring system that is backed up by performance measures, and this will be reviewed following an incident.