



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Health & Safety Policy & Procedures 2024



The Bishop Konstant Catholic Academy Trust,
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Mission Statement

All policies are written in line with our Trust Mission statement:

“Inspired by faith through love, friendship and joy.”

We embrace the teachings of Jesus Christ, infusing every aspect of our trust with **love**. Our students, families, and staff are encouraged to show compassion, kindness, and respect to one another, creating nurturing environments where everyone feels valued and loved. We foster a deep sense of love for God, self, and others, empowering our students to make positive contributions to society.

We recognise the importance of relationships and the power of **friendship** in shaping lives. Our schools foster an atmosphere of genuine fellowship, where students form deep connections with their peers, teachers, and the wider community. We promote inclusivity, understanding, and empathy, cultivating an environment where diversity is embraced and friendships are built on mutual respect. Our students learn the value of teamwork, cooperation, and service, as they become compassionate leaders who forge lasting friendships rooted in faith.

We believe that **joy** is a reflection of God's presence in our lives. Our schools are places where joy abounds, where students are encouraged to find joy in learning, discovering their talents, and building meaningful relationships. Through engaging and innovative teaching, we inspire a lifelong love of learning, instilling in our students a sense of wonder and curiosity about the world around them. We celebrate achievements, milestones, and special moments, ensuring that joy permeates our school communities.

Change Control

Version	Date	Author	Changes
1.2	July 2024	Head of Estates and Operations	- <i>New mission statement added</i> - <i>new role</i> - <i>Academy Council role added</i>
1.1	July 2022	Trust Business & Operations Manager	- <i>Lead member of staff updated</i>
1.0	July 2020	Trust Business & Compliance Manager	Original version



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1. Trust Board Health & Safety Statement of Intent

The Trustees of the Bishop Konstant Catholic Academy Trust take overall responsibility to provide and maintain safe and healthy conditions for all pupils, staff, visitors, contractors and any other parties that may be affected by our work activities.

As a Trust, we undertake so far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

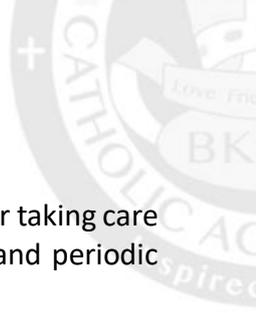
The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work etc. Act 1974 and other statutory and common law duties. In addition to providing and maintaining a healthy and safe working environment for pupils, staff and members of the public, we have a specific responsibility to disabled, vulnerable and the disadvantaged. This includes supporting them and ensuring services are delivered in a safe and effective way.

The Trust accepts the duty to prevent injury and ill health to pupils, staff, visitors, contractors and temporary workers, as well as any member of the public who might be affected by Trust operations. Our policy is to promote a positive culture, embedding health and safety at Trust and academy level, focusing on significant risk and ensuring we are supporting our academies to achieve environments where instances of occupational accidents and illness are minimised, striving to deliver an accident-free environment.

The Trust recognises that health and safety must be at the core of all we do and at every level, therefore, it is the duty of each individual within the Trust to take responsibility for health and safety. Training must be provided for individuals to carry out their duties safely and if any employee has concerns about performing a specific task during the course of their duties, then they must report this immediately to their line manager.

The Trust delegates to the Academy Headteacher and Academy Council the day-to-day management and delivery of safe working environments in accordance with all statutory legislation, including;

- Complying with the Health & Safety at Work etc. Act 1974 and subsequent or associated legislation.
- Developing and promoting a positive culture of health and safety in line with the Trust Health & Safety Policy and Procedures, to be reviewed regularly in line with current legislation.
- The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment.
- Developing a critical incident/emergency plan, to be reviewed annually by the Headteacher and the Academy Council or following an incident.
- Ensuring appropriate Risk Assessments (RA) are in place for high-risk activities.
- Taking appropriate preventative/protective measures as identified by the RA.
- Providing training and safety equipment as required by staff.
- Monitoring and recording of all key dates and taking action as required to ensure compliance activities are carried out in line with statutory legislation and best practice.
- Appointing a competent person to guide and implement health and safety within the Trust and Academies.
- Ensuring effective monitoring of accident records and occurrences and implementing necessary improvements to mitigate any future risks.



- Communicating with staff to ensure they have an understanding of their responsibility for taking care of their own welfare and that of others, by means of the induction process, training and periodic meetings.

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

2. Introduction

The Bishop Konstant Catholic Academy Trust (hereafter referred to as the Trust) is committed to providing a safe learning and healthy working environment for all its pupils, employees, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent or associated legislation.

2.1 Purpose

This Policy sets out the Trust's approach and commitment in the management of health and safety within the organisation and arrangements it has put in place in accordance with statutory legislation and best practice. It is a comprehensive document and must be supported at all times by current legislation, specific policies and risk assessments as appropriate.

2.2 Scope

The Policy applies to all employees throughout the Trust. In adherence with this Policy, employees must 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.

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 procedures which are associated with this Policy.

3. Roles and Responsibilities

3.1 The Trust Board

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

- There is 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.
- Our 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 preventative and protective measures.
- There are arrangements in place to assess risks to pupils, employees, 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 health and safety reviews are undertaken on a periodic basis to supplement internal reviews.
- Health and safety matters are a standing agenda at all Trust Board meetings.

All Trustees 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.

3.2 Academy Council

The Academy Council's delegated responsibilities for health and safety are outlined in the Trust Scheme of Delegation. In carrying out the functions relating to health and safety, the Academy Council will:

- Support the school to maintain a safe and healthy learning and working environment
- Support the Headteacher and Trust Board in maintaining high standards of health and safety management and compliance with health and safety legislation and the Trust's policies and procedures.
- Report any significant health and safety concerns that cannot be addressed by the school alone, and any proposals for development, through the appropriate channel to the Trust Head of Estates & Operations
- Oversee the school's implementation of the Trust Health & Safety Policy and compliance within the Trust's overall strategy
- Monitor that relevant health and safety risk assessments are carried out by the school
- Review, contribute to and approve plans for developing the school's health and safety as an integral part of the school's annual improvement planning and longer-term strategy
- Nominate a Governor(s) to accompany an appropriately skilled member of staff on-site inspections to review any health and safety issues and the security of premises and equipment
- Access relevant training

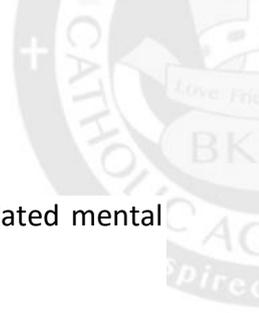
3.3 Chief Executive Officer (CEO)

The Chief Executive 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 CEO has overall responsibility for the day-to-day management of health and safety within the Trust Central Offices.

3.4 The Headteacher/Head of School

The Headteacher/Head of School has the overall responsibility for the day-to-day management of health and safety within their academy. They may delegate functions and responsibilities in respect of health and safety matters to other employees within their academy. This includes:

- Implementing the Trust Health & Safety Policy and associated procedures, ensuring that it is regularly reviewed and adhered to.
- Monitoring health and safety matters in their academy and provide information to the Trust and Academy Council as required on;
 - The number of accidents, incidents and near misses, to include any modifications to control measures or requirements in need of further action



- Number of instances of staff absence due to workplace related injury or work-related mental impairment, for example stress related absences
 - Health and safety training completed
 - Progress against the Health and Safety external review action plan or any other recommended actions
 - Review of policies and procedures within the academy
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- Ensuring that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, maintaining appropriate records, implementing appropriate control measures or actions where necessary and providing information to employees and the Trust as appropriate.
 - Ensuring adequate and appropriate first aid provision is readily available within the academy at all times.
 - Ensuring that effective management procedures are in place for emergency situations, for example, in the event of a fire or security breach.
 - Ensuring that all employees within their academy receive the necessary health and safety information, instruction, training and supervision to undertake their roles and responsibilities safely. Employees must have access to policies that apply to them within the academy.
 - Ensuring that pupils, visitors and contractors understand and follow policy and procedures which apply to them.
 - Informing the Chief Executive Officer or designated Trust Central Team Manager of all matters relating to serious breaches of policy including any major incident to be addressed under this Policy.
 - Ensuring that health and safety investigations are carried out where necessary and implementing actions required to eliminate/reduce future risks to health and safety.
 - Ensuring that the advice of the Competent Person or the Trust is acted upon.
 - Ensuring appropriate and reasonable adjustments are made to provide for health and safety of employees who may have temporary or permanent impairment, meaning they require additional support or reasonable adjustments.

3.5 Competent Person

The Trust appointed Competent Person is suitably qualified and experienced to advise the Trust and individual academies on all matters in respect of health and safety.

This includes:

- Leading on the development and maintenance of Trust wide and academy specific health and safety policy and procedures.
- Leading on establishing procedures and monitoring arrangements for conducting and implementing routine health and safety activities as required.
- Ensuring 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 agreed procedures.
- Assisting with and where appropriate, conduct investigations regarding the circumstances and causes of accidents as required.
- Ensuring 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.



- Advising the Trust on the implications of new or changing health and safety legislation and make recommendations accordingly.
- Contributing to the development, implementation and ongoing maintenance and monitoring of health and safety action plans providing regular updates to the Headteacher and the Trust.
- Contributing to the development of key performance indicators to support monitoring the effectiveness of health and safety policy across the Trust.
- Supporting Headteachers/managers to maintain safe systems of work; implementing best practice and providing specialist advice, coaching and practical support as required.
- Assisting Headteachers/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.

3.6 All Employees

All employees of the Trust have a responsibility to take due care of their own health and safety along with that of others whilst at work.

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

- Understand and comply with the Trust Health & Safety Policy and Procedures and associated policy and procedures at all times.
- Co-operate with the Trust and individual academy management on all matters relating to health and safety.
- Only use equipment or machinery that they have been trained to use and are competent in using.
- 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 and personal protective equipment (PPE) provided 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 to their line manager (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 to follow safe practices and observe safety rules.

3.7 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/academy premises.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) and with the Trust Contractors' Code of Conduct at each Trust/academy premise; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/academy premise.



3.8 Pupils

All pupils must be encouraged to follow safe practices:

- To follow instructions by a member of staff in case of an emergency.
- To not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
- To inform a member of staff of any situation, which may affect their safety or that of another pupil.

4. Health and Safety Arrangements

4.1 Consultation and Health and Safety Representatives

The CEO/Headteacher/Head of School 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 as an agenda item for employee/team meetings, briefings and appropriate programmes of training. All employees will be strongly encouraged to discuss safety concerns, report incidents or near misses and be encouraged to promote a positive health and safety culture.

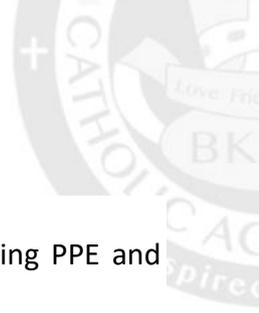
Under the Safety Representatives and Safety Committee Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust or academy in writing when a health and safety representative has been appointed and where this is the case, the Trust/ academy 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/academy 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 academy 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.

4.2 Health and Safety Information and Training

a) Health and Safety Inductions – All new employees

The CEO/Headteacher/Head of School is responsible for ensuring that each new employee appointed 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 at Work poster.
- Health and safety responsibilities outlined in their job description.
- How they can access health and safety policies and associated information within the academy or via the Trust SharePoint portal.
- 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 issuing PPE and instructions on how PPE is safely stored.
- Acknowledge receipt of 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 confirm that they have been provided with and understand the health and safety information.

b) Health and Safety training

The CEO/Headteacher/Head of School is responsible for ensuring that all employees receive regular training in the following:

- Fire Safety Essentials
- Introduction to Health and Safety at Work
- First Aid Awareness

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

- Hazardous Substances (COSHH)
- Manual Handling Essentials
- Working at Height
- Display Screen Equipment Essentials
- Asbestos Awareness
- Legionella Awareness

c) Designated First Aiders/Designated Fire Marshals

The CEO/Headteacher/Head of School is responsible for ensuring that they have an adequate number of designated first aiders and prior to designation, they are fully trained and receive a valid certificate in competence in first aid at work. Refresher training will be undertaken within 3 years to continue designation as a first aider. Other staff may benefit from first aid awareness training.

Each academy with an Early Years Foundation Stage will have at least one 12 hour trained full paediatric first aid qualified member of staff available at all times. The 12 hour paediatric first aid trained staff can be supported by one day Emergency Paediatric First Aid trained staff.

The CEO/Headteacher/Head of School 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 fire-fighting equipment. Refresher training will be undertaken within 3 years to continue designation as a fire marshal.

d) Managing Health & Safety Training

The Trust will make arrangements for ensuring that the following employees and governors throughout the Trust will complete Managing Health & Safety Training.

- CEO/Headteacher /Head of School
- Deputy Head of School
- School Business Manager
- Premises/Site Manager/Caretaker
- Trustees/Directors



- At least two Governors who serve on the Academy Council
- Designated Work Experience Leads

e) Asbestos Awareness Training

The Headteacher/Head of School will make arrangements for ensuring that the following employees will complete asbestos awareness training early as practicable following the start of their employment.

Training will be refreshed on two-year cycle or sooner:

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

f) Legionella Training

The Headteacher/Head of School will make arrangements for ensuring that the following employees complete Legionella Awareness training early as practicable following the start of their employment.

Training will be refreshed on a two-year cycle or sooner:

- Premises Manager/Caretaker

4.3 Health and Safety Monitoring, Inspections and Audits

The Trust will make arrangements for an external independent health and safety audit to be carried out on an annual basis.

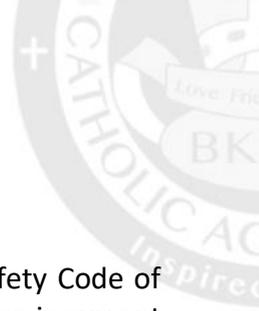
The Headteacher/Head of School will ensure that regular health and safety inspections are conducted by professionally qualified contractors or internal staff with the knowledge, training and experience to competently assess health and safety management systems and processes. Regular reviews of risk assessments, maintenance schedules and the physical environment should be undertaken and this may include departmental audits and inspections in addition to the entire academy.

Annual reviews should be undertaken, as a minimum, to review the following procedures and assessments:

- Fire Risk Assessment
- Legionella Risk Assessment
- Health & Safety Review/Action Plan (to include mid-year external review)
- Entire academy physical environment
- High risk departments, for example Science, Design and Technology, Art & P.E
- Educational visits

The review process should assess:

- Management and employee attitudes to Health and Safety
- The effectiveness of training, the impact and the need for further training
- The effectiveness of the policies and procedures to reduce the incidence of accidents or near misses, dangerous events and ill health in the workplace
- Have significant findings been addressed and have control measures been effectively implemented



4.4 Academy Minibus

The Headteacher/Head of School will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed and that a valid MOT certificate, road tax, insurance and the driver's licence is current and validated in accordance with legislation and the Trust Driving Policy.

4.5 Accident, Incident & Near Miss Reporting

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the terms and conditions of the Green and Burgundy Book, all employees are required to report any:

Accidents – any unplanned event that results in injury or damage to property, plant or equipment.

Incident – an unexpected and usually unpleasant event that has happened. This includes acts of aggression or verbal abuse.

Near miss – an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

Each academy 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 and arising out of or in connection to their work. This procedure includes a record form which must be kept safely and be 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.

The CEO/Headteacher/Head of School 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 a pupil, employee, or visitor requiring medical attention at a hospital then the nominated Competent Person should be immediately notified by the CEO/Headteacher/Head of School for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required in accordance with RIDDOR 2013. Where injuries involve pupils, the parent will be notified by the Headteacher/Head of School or their nominated person.

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 of this.

The CEO/Headteacher/Head of School is responsible for ensuring that legislation and supporting Trust guidance is complied with.



4.6 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 offer fire protection.

All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe coverings, artex ceilings 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 in order to protect pupils, employees, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's). The Trust will ensure that an Asbestos Refurbishment & Demolition Survey is carried out to safeguard the spread of asbestos from any place where work is carried out within a Trust premise.

The Headteacher/Head of School is the duty holder for asbestos management at their academy and has an overall responsibility for the safe management, maintenance and repair of the academy buildings under their control in accordance with the current legislation and Trust guidance.

The Headteacher/Head of School of each academy constructed before year 2000, is responsible for ensuring that they comply with the Trust's procedures including:

- Ensuring they hold an up to date Asbestos Register and Asbestos Management Plan.
- Ensuring Refurbishment and Demolition Surveys are carried out prior to any building works.
- Ensuring appropriate, effective and up to date asbestos information and training is made available to employees.

4.7 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 pupils, employees, or visitors are not exposed to substances hazardous to health.

Any harmful substance will be stored, moved, used, or handled in a manner which is safe. In some cases exposure is controlled by means of appliances such as fume cupboards and dust extraction equipment. Appliances which provide this control will be tested and examined at required intervals.

The Headteacher/Head of School will ensure the:

- Maintenance of an up to date inventory (COSHH register) identifying all hazardous substances used within the academy's premises and obtain the most current version of the material safety data sheets.
- 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 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 as retained on the academy premises and made available to the relevant individuals or on request.
- Exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

4.8 Display Screen Equipment Regulations

The Trust recognises the responsibilities for the health and safety of all 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 pupils, the Trust will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

The Headteacher/Head of School will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work stations.

If an individual identifies a specific need that cannot be addressed within existing academy 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.

4.9 Educational Visits

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

Any incident occurring overseas is outside the jurisdiction of HSE (Health & Safety Executive) and they will not investigate or take action in relation to the circumstances of the incident. Whether criminal charges should arise from such incidents would be a matter for the relevant national authorities to consider and pursue.

The Headteacher/Head of School is responsible for ensuring that satisfactory arrangements are made for educational visits organised for pupils including:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed.
- Adequate child protection and safeguarding measures are in place.
- The group leader has sufficient training, experience and time to organise the visit.
- Approval has been given by the external advisor as appropriate.
- Approval has been granted by the academy following the review of the final arrangements.
- Adult to student ratios is appropriate.



- Arrangements are in place for pupils 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 pupils and adults on the visit, the contact details and information required in the event of an emergency.
- A named contact person at the venue is confirmed prior to the visit.
- A contingency plan is in place in the event that the itinerary should change or there are any delays.

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

4.10 Electrical Safety at Work

The Electricity 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 Trust premises and can be categorised as follows:

a) Fixed Electrical Systems

those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.

b) 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 1989 which cover both the fixed electrical systems and portable appliances.

The Headteacher/Head of School of each academy will ensure that all fixed electrical installations are inspected by a qualified electrician at least every **5 years**.

The Headteacher/Head of School will ensure that all portable appliances will be visually inspected periodically, 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 at a frequency dependent on the use of the equipment and determined by a suitably trained person. A register of all electrical items tested must be retained by the academy.

Any faulty or damaged appliances must 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.

The Trust or academies will not accept gifts or second-hand appliances. Employees must not bring in their own appliances from home unless it is associated with their work. The Headteacher/Head of School must approve the use of the employee's appliance and this must be supported by evidence of a valid test (PAT test).



4.11 Fire Safety

The Trust recognises the importance of ongoing management of fire safety in each of its academies as part of safeguarding the safety of all pupils, employees, visitors and contractors. Each academy is required to comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, whereby the priority must be immediate and total evacuation of the building upon the detection of fire, ensuring that adequate means of escape are available at all premises.

The Trust operates a strict No Smoking or No Vaping policy across all Trust premises and grounds as outlined in the Trust No Smoking Policy.

The Headteacher/Head of School Responsibilities

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that 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/Head of School of each academy and is responsible for ensuring that appropriate arrangements are in place to safeguard occupants and premises. This shall be in accordance with current legislation and supporting Trust guidance.

4.12 First Aid

The Health and Safety (First-Aid) Regulations 1981 places a legal duty on the Trust and academies 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 academies.

The Headteacher/Head of School is responsible for ensuring that legislation and supporting Trust guidance is complied with.

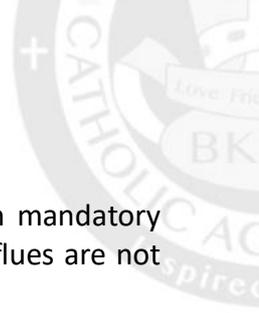
4.13 Gas Safety

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 professionally qualified and competent to do so. All engineers must be Gas Safe registered. The requirements apply to both natural and liquefied petroleum gas (LPG).

The Headteacher/Head of School must ensure:

- 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 danger to persons or property.



- That all gas appliances are inspected and maintained periodically in accordance with mandatory requirements and ensure that all rooms have adequate ventilation and air vents and flues are not obstructed.

4.14 Legionella

Legionnaires' disease is a severe pneumonia caused by the Legionella bacterium. People become infected when they inhale airborne particles from a contaminated source. Early symptoms include muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhoea occurs and confusion may develop. Legionnaires' disease can cause long term health problems.

The Trust recognises the need to take all reasonable steps to prevent the organism Legionella Pneumophila from coming into contact with pupils, employees, visitors or contractors in a potentially hazardous manner.

The Headteacher/Head of School is responsible for:

- Appointing an appropriately qualified person to undertake a legionella risk assessment, reviewed annually and the report must be uploaded to the academy compliance system.
- Ensuring that the legionella control tasks designated to an employee(s) or a specialist contractor are carried out and uploaded to the academy compliance system.
- Ensuring that all persons designated with a duty have the time, resources, knowledge and training to carry out the duty.

4.15 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 at an isolated location within the normal workplace; or
- outside normal working hours unaccompanied.

The CEO/Headteacher/Head of School are responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working and that any control measures identified are implemented and are specific to their place of work. The CEO/Headteacher/Head of School 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 safe systems of work and any associated procedures, relevant to their place of work.

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 time.



4.16 Management of Contractors

The Trust is committed to protecting pupils, employees and visitors from any incidents which may occur as a result of any works undertaken on site by a contractor. They are equally committed to ensuring that any contractor working at an academy, has high standards of diligence to the health and safety of their own employees.

The Trust (and any individual/advisor 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, valid insurance as appropriate and evidence of previous projects before they are selected for work.

Appointment of Professional Advisors

The Trust will ensure compliance with Construction (Design & Management) Regulations 2015 through the appointment of professional advisors 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 advisors will have included in their terms of reference responsibility to ensure the following takes place with the CDM Regulations.

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

4.17 Manual Handling

The Trust recognises that there will be occasions where items/equipment need to be moved and the responsibility to provide guidance measures that must be taken, to ensure all 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 with Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures and identify the need for additional handling equipment that will negate lifting.

The Headteacher/Head of School of each academy will ensure appropriate risk assessments, equipment and training, to include refresher training are provided for moving and manual handling tasks. Manual handling procedures will be monitored to evaluate the effectiveness of manual handling practices.

Employees have a duty to make full use and proper use of any equipment, systems of work and training provided for their safety and must raise any concerns about manual handling activities to their line manager.

4.18 New and Expectant Mothers

The Headteacher/Head of School must ensure that as far as reasonably practicable, the welfare of expectant mothers is given careful consideration. Academy specific risk assessments will identify that some activities may pose a risk to expectant mothers at work, for example use of chemicals, risk of infection, heavy lifting.

Upon receipt of notification from an employee that she is pregnant and on also on the return to work following birth, the academy must undertake a specific risk assessment of her work, taking into account HSE guidance and any particular information which the employee has provided. Occupational Health may be involved should the work be deemed as high risk. Recommendations arising from the risk assessment must be reviewed every 3 months.



4.19 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 whilst they are performing their assigned duties.

The Headteacher/Head of School will ensure that PPE is provided where required, or identified as a control measure following a risk assessment. Appropriate information and training on the correct use and maintenance of PPE must be provided when it is issued to the employee. A record of all PPE issued must be maintained.

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 their line manager of any defects in the PPE in accordance with academy procedures.

PPE Risk Assessment

No work will commence without a risk assessment being carried out to identify any PPE requirements for control measures. All PPE identified within a risk assessment must be worn to carry out the task.

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

4.20 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).

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 academy 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/Head of School or their 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.

4.21 Stress at Work

Stress is defined as 'the adverse reaction individuals experience to excessive pressure or other types of demand placed on them'. The Trust recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.



The Headteacher/Head of School will evaluate the roles and specific job functions in their academy and identify those positions that are more stressful than others. This assessment will take into account the HSE's stress management standards and indicators of stress within the workplace. The process will result in an action plan to reduce the impact which excess work pressure can have on staff. The stress risk assessment must be reviewed periodically.

The Trust encourages a supportive culture whereby colleagues assist each other to ease peaks in work load and promotes regular communication between managers and staff to share problems and to seek additional support if necessary.

The Trust offers support from managers and where necessary through professional counsellors when individuals experience excessively stressful situations or stress related ill health.

The Trust expects that all staff are properly resourced and trained to undertake their role. Through ongoing management reviews, induction procedures and annual staff appraisals, the Headteacher/Head of School will identify specific training and development needs to support individuals and their role.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles, where necessary and possible. This approach also reduces the burden on other staff who would otherwise have additional workload.

The Trust will not tolerate bullying, harassment and discrimination within the workplace and action will be taken as deemed necessary to protect the working environment for our employees.

4.22 Temporary Workers

The Headteacher/Head of School must ensure that temporary workers such as cover teachers undergo a suitable induction. As a minimum, this must include familiarisation of the building, information about risk assessments as appropriate and information regarding emergency plans.

4.23 Winter Weather Conditions

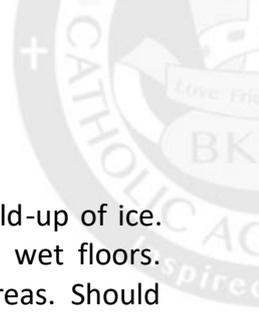
In the event that heating systems fail due to breakdown or power disruption, the Headteacher/Head of School should implement approved portable heaters where possible in accordance with the Trust Portable Heater Policy.

In the event of snowfall affecting the commuting routes for employees, the Headteacher/Head of School will monitor the weather conditions and release pupils and staff early if necessary to avoid travel delays. The Headteacher/Head of School will contact staff if the academy is to be closed and/or they are not expected to attempt to travel to work.

Unless directed by the Headteacher/Head of School not to attend, employees are expected to make reasonable efforts to travel to work without taking personal risks. Travel warnings should be heeded. Staff who have access to their work from home should do so.

The Headteacher/Head of School must determine if the number of staff able to commute to work in adverse weather conditions meets the requirements to open the academy (to include number of first aiders available).

Procedures will be implemented to control the additional slipping hazards presented by the weather.



External walkways and steps will be regularly cleared of snow and gritted to reduce the build-up of ice. Particular attention should be paid to building entrance areas to minimise the risks from wet floors. Hazardous routes must be sectioned off and efforts concentrated on clearing the high traffic areas. Should snowfall or ice deposits be such that routes are unable to be maintained then consideration should be given to adopt a supervised traffic management system. Employees must be encouraged to wear footwear with a good tread suitable for walking outdoors in winter weather.

4.24 Work Equipment - 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 employees to ensure that equipment used at works is:

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

The Headteacher/Head of School is responsible for the effective and full implementation and monitoring of PUWER 1998 in their academy. 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 the 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.

4.25 Working at Height

The Trust recognises and accepts the responsibilities to ensure that all work undertaken at height is conducted safely and effectively in accordance with the Working at Height Regulations 2005. Falls from height are one of the biggest causes of workplace fatalities and major injuries and working at height should be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration a step stool, step ladder or ladder may be considered as the most appropriate method of access.

Working at height includes any work activity where a person could fall from the place of work and could suffer an injury or be killed. This includes working in or on vehicles, but does not include staircases in buildings. It also includes getting to and from a place of work at height.

The Headteacher/Head of School of each academy will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height.

Working at height procedures will be monitored to evaluate the effectiveness of working at height practices.

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.