



# QUANTOCK

## EDUCATION TRUST

### Health & Safety Policy & Procedures

**LINKS:** Risk Management Policy, Safeguarding and Child Protection Policy, Behaviour and Ethos Policy, Emergency Business Continuity Policies (Trust & Schools), Local Premises Management Policies and the Trust's Scheme of Delegation

**DATE:** DRAFT

**POSTHOLDERS RESPONSIBLE:** The Chief Executive Officer, Board of Trustees, Chief Operations Officer, Estates Lead of the Quantock Education Trust, the Local Governance Committees and Head Teachers of Trust Schools

**AUDIENCE:** All Trust Staff, Students and Visitors

**DATE RATIFIED BY FINANCE, OPERATIONS AND AUDIT COMMITTEE:**

**DATE OF NEXT REVIEW:**

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## **Part 1 Health and Safety Policy**

### **1. Aims**

- 1.1 The aim of the policy is to ensure that the Quantock Education Trust (QET) prioritises and maintains a continued commitment to the health and safety of all members of the Trust community.

### **2. Legislation/Context**

- 2.1 [Health & Safety at Work Act 1974](#) and associated regulations.

### **3. Statement of Intent**

- 3.1 The Quantock Education Trust provides governance and oversight to the schools that form the Trust. The Statement of Intent in section 3 and the Roles and Responsibilities in section 4 form Part 1 of the Health and Safety Policy.
- 3.2 This Policy applies to all schools within the Quantock Education Trust.
- 3.3 As a responsible employer, the Quantock Education Trust will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice, The Trust supports the view that a positive health and safety culture is of significant benefit to the satisfactory performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported, and developed through risk education and awareness.
- 3.4 The Trust also recognises that the implementation of a robust Health and Safety Policy forms an essential part of effective Safeguarding and Child Protection.
- 3.5 Quantock Education Trust recognises and accepts that it will conduct its operations in such a manner as to ensure the health, safety, and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.
- 3.6 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach and the use of Facilities Management software.
- 3.7 Quantock Education Trust is committed to the prevention of accidents and ill health.
- 3.8 Quantock Education Trust will work towards continual health and safety improvement.
- 3.9 To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible and in accordance with best practice
- Monitor each schools' Facilities Management Software
- Provide safe working conditions and safe equipment
- Ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required

3.10 All of Quantock Education Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

#### **Signed on behalf of the Trust**



**Date:**

Name: Chrysta Garnett

Designation: CEO



**Date:**

Name:

Designation: Chair of Trustees

## **4. Organisation – Roles and Responsibilities**

### **4.1 Quantock Education Trust**

4.1.1 The Quantock Education Trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, children, visitors, and contractors and the self-employed.

4.1.2 The Quantock Education Trust is responsible for:

- Determining the Trust's health and safety policy and its implementation
- Allocating sufficient funds for health and safety
- Establishing clear lines of responsibility and accountability for health and safety
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- Identifying and evaluating risks relating to possible accidents and incidents connected with each school within the Trust.
- Providing access to competent health and safety advice

### **4.2 Lead Trustee for Health and Safety**

4.2.1 The Trust has appointed a lead Trustee for Health and Safety who acts as a critical friend and provides appropriate challenge for the Executive Leadership team and Local Governance Committees.

### **4.3 Chief Operations Officer (COO)**

4.3.1 Without limiting the responsibility of the Quantock Education Trust, the COO and the Heads of School, will generally oversee the day-to-day management of safety and implementation of this policy within Trust schools.

4.3.2 The COO and the Heads of School will comply with Trust's Health and Safety Policy and Procedures and will:

- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Trust schools and maintain an up-to-date system of policies, procedures, and risk assessments
- Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk
- Ensure the health and safety policy, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning, and service delivery
- Liaise with Local Governance Committees

- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the Trust's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures
- Ensure the Quantock Education Trust has access to competent health and safety advice

4.3.3 In addition to their statutory duties, the CEO, COO, Head Teachers and Teachers have a common law duty of care for children which stems from their position in law "in loco parentis." The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for Health and Safety with the Board of Trustees. However, each school, supported by the central team, will manage its own Health and Safety procedures. Head teachers are responsible and accountable for the implementation of and compliance with this policy within their school although Health and Safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

#### 4.4 **Trust Estates Lead**

4.4.1 The Trust Estates lead will assist schools with the implementation of the Health and Safety Policy and Procedures by:

- Acting as a conduit between schools and the COO in relation to health and safety and premises compliance matters.
- Providing advice proactively and as requested on health and safety matters within schools.
- Ensuring schools meet compliance targets and supporting where necessary.
- Attending school health and safety meetings on request
- Advising on contractor use and carrying out quality assurance.

#### 4.5 **Delegated Governance Support**

4.5.1 The Trust has commissioned additional support through Delegated Services to strengthen health and safety management and reporting processes throughout the Trust's structure.

4.5.2 Delegated Services will sit alongside and support the Lead Trustee, COO, Trust Estates Lead and Local Governance Committees to carry out their critical friend and scrutineer responsibilities in an informed, prioritised, proportionate and effective way, holding the CEO, the Central team and the Headteachers to account for performance against the policy's requirements.

4.5.3 The process will support the local reporting and monitoring processes throughout the academic year at each school providing a regular and robust flow of appropriately

summarised information to the Lead Trustees, who in turn will present the information to the Trust with the CEO and COO.

**4.5.4 Delegated Services will provide:**

- Support with reviewing the Trust's Health and Safety Policy annually
- Support, guidance and advice to the Lead Trustee for Health and Safety
- Termly meetings with the Heads of each school
- Preparation of reports to each Local Governance Committee under the Health and Safety agenda item
- Summary report for the Lead Trustee for submission to the Trust Board

**4.6 School Leadership Teams**

**4.6.1** The leadership teams at Trust schools, with support from the Trust COO will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- Identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures, and review these to ensure that they remain relevant
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials, and clothing as is necessary to enable them to work safely;
- Complete a health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Be responsible for aspects of health and safety included in their job description
- Organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures
- Ensure that all statutory registers and records are adequately kept
- Ensure the reporting and investigation of all accidents
- Ensure all persons under their control are aware of the reporting procedure

**4.7 Trust Finance/Admin staff and Premises Staff: In addition to the responsibilities above, this group has specific duties:**

**4.7.1** To maintain an understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them.

- 4.7.2 To maintain an awareness of the relevant premises related health and safety legislation, issues, and procedures
- 4.7.3 To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented
- 4.7.4 Ensuring adequate security arrangements are maintained
- 4.7.5 Ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained
- 4.7.6 Arranging for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- 4.7.7 Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained
- 4.7.8 Ensuring that plant and equipment is adequately maintained
- 4.7.9 Arranging for the regular testing and maintenance of electrical equipment
- 4.7.10 Maintaining suitable records of plant and equipment maintenance and test
- 4.7.11 Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored, and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
- 4.7.12 Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- 4.7.13 Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- 4.7.14 Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- 4.7.15 Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request
- 4.7.16 Ensuring that adequate systems are in place for the management of asbestos including preparing and maintaining an Asbestos Management Policy and Management Plan and all other related task in accordance with the Control of Asbestos Regulations 2015



- 4.7.17 Ensuring that adequate systems are in place for the control of legionella and excessive hot water temperatures in accordance with the L8 Approved Code of Practice
- 4.7.18 To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors
- 4.7.19 Liaison with other staff members where premises/equipment monitoring, and maintenance responsibilities are held elsewhere within the Trust i.e., design, technology, and science

#### **4.8 All Staff**

- 4.8.1 All employees, agency and peripatetic workers and contractors must comply with the Quantock Education Trust's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:
- 4.8.1.1 Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
  - 4.8.1.2 Cooperate with their line manager and senior management to work safely
  - 4.8.1.3 Comply with health and safety instructions and information and undertake appropriate health and safety training as required
  - 4.8.1.4 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare
  - 4.8.1.5 Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
  - 4.8.1.6 Support Trust schools in embedding a positive safety culture that extends to children and any visitors to the site

#### **4.9 Young Persons**

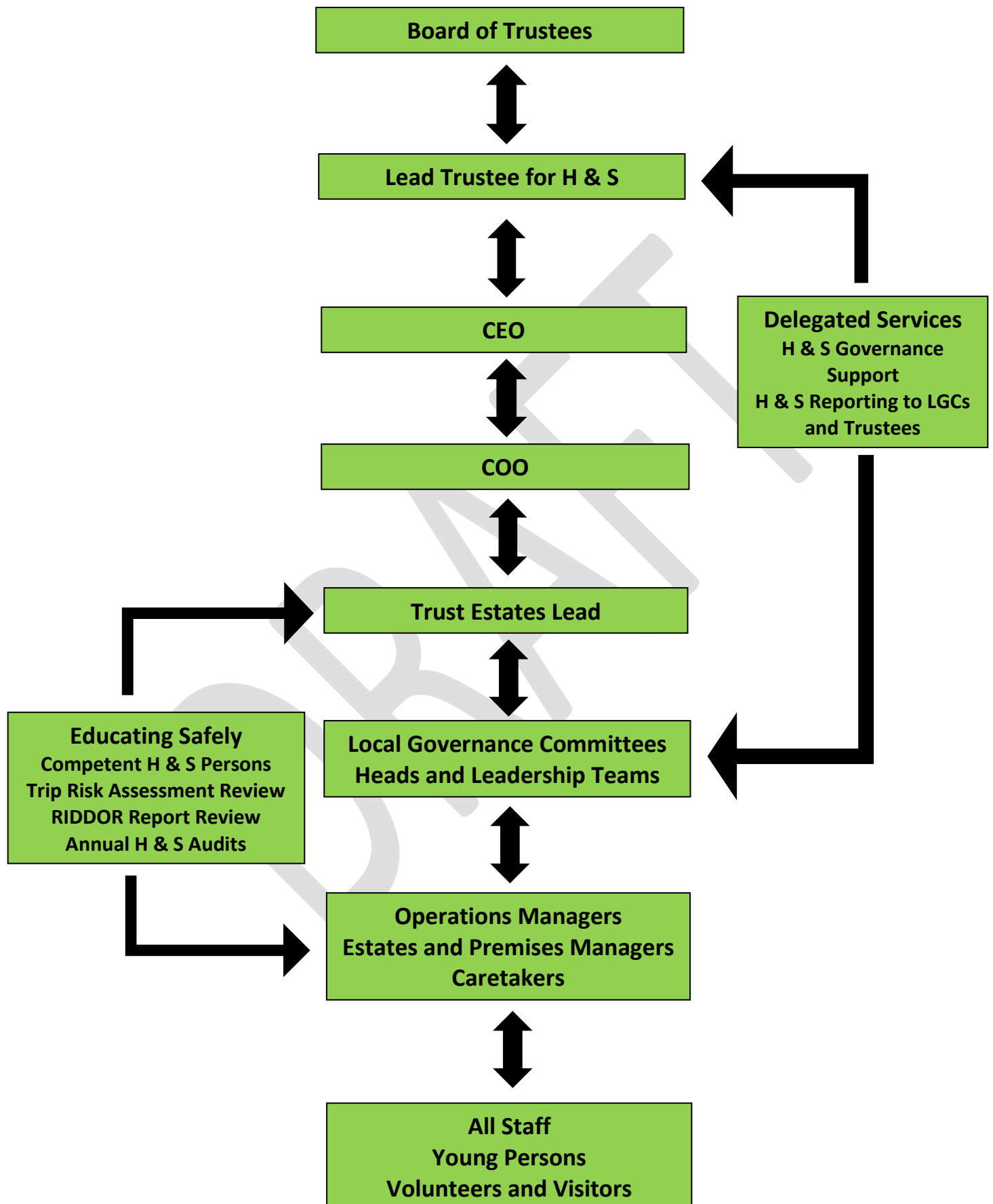
- 4.9.1 All young persons within Trust schools are expected to behave in a manner that reflects each school's behaviour policy and in particular are expected to:
- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
  - cooperate with teaching, support staff, and follow all health and safety instructions given
  - not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
  - report to a teacher or other member of staff any health and safety concerns that they may have

## 5. Scheme of Delegation

This Policy aligns with the Trust's Scheme of Delegation.

11. Health & safety				
Trustees	Chief Executive Officer (CEO) /Accounting Officer & COO	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> <li>Accountable for the provision of clear and regular information to a range of regulatory and relevant bodies where necessary.</li> <li>Accountable for statutory compliance.</li> <li>Responsible for reviewing Trust policies and ensuring their implementation within a prioritised and proportionate rolling programme.</li> <li>Form the corporate body and serve as the employer under the Health and Safety at Work Act 1974</li> <li>Responsible for monitoring and periodically reviewing health and safety performance</li> <li>Ensure adequate resources are made available for the discharge of the employer's health and safety duties</li> <li>Trustees to sign off the annually reviewed Statement from the main HS&amp;W policy with the CEO.</li> <li>Appoint a lead Trustee as critical friend and as an appropriate challenger for the Leadership team and local governance arrangements.</li> <li>Delegate all to the CEO.</li> </ul>	<ul style="list-style-type: none"> <li>The CEO delegates to the COO responsibility for the H&amp;S Delegated Services</li> <li>The COO will establish on a rolling prioritised and proportionate basis a robust H&amp;S system, main aspects of which are set out below</li> <li>Monitor statutory compliance on behalf of the Board presenting regular summary reports on performance against requirements.</li> <li>Ensure that there is suitable competent/expert support on health and safety both internally and externally</li> <li>Provide health and safety support to all schools and the central team</li> <li>Monitor the Trust's estates to ensure they are safe and well maintained</li> <li>Provide policies, procedures and guidance for implementation by set target dates on a rolling prioritised and proportionate basis.</li> </ul>	<ul style="list-style-type: none"> <li>Support the Headteacher in the implementation of the Trust's HS&amp;W policy, procedures and guidance upon receiving a report from Delegated Services</li> <li>Act as critical friend in receiving reports from the Headteacher/Delegated Services on: supporting policies, procedures and guidance, training programmes, risk assessments, educational visits and higher risk area curriculum contributions, compliance matters, incident reporting, acquisitions and projects.</li> <li>Report to full LGC as appropriate and the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the adaptation and implementation of the Trust's HS&amp;W policy and supporting school policies in line with statutory requirements</li> <li>Ensure the information provided by the school is of a high quality</li> <li>Accountable for health and safety performance within the school</li> <li>Responsible for ensuring presentation and scrutiny of termly reports x3 on health and safety to the LGC *</li> <li>Ensures that all staff, including those with delegated responsibilities, including self, within school have received sufficient training, time, information, instruction, and supervision as necessary to meet statutory requirements and fulfil their duties and delegations in a safe manner.</li> <li>Approval of Category B visits using EEC risk assessment framework</li> </ul>	Finance, Audit & Operations
	<ul style="list-style-type: none"> <li>The health and safety policy defines the Trusts risk appetite with regard to health and safety compliance</li> <li>Provide central team and school staff with the information, instruction, training, and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner</li> <li>Provide risk assessments for implementation by set target dates on a rolling prioritised and proportionate basis.</li> <li>Incident reporting, near misses and if necessary RIDDOR reports to the HSE.</li> <li>Liaise with enforcing authorities</li> <li>Responsible for supporting and challenging the Trust's schools on the quality and timeliness of the information required to be returned, and reported upon, as part of the robust monitoring requirements.</li> </ul>			

## 6. Organisation - Hierarchy and Lines of Communication



## **Part 2 Health and Safety Procedures**

### **1. Setting Health and Safety Objectives**

- 1.1** Heads and Local Governance Committees will consider, set and review health and safety objectives termly in meetings. Where necessary, improvements will be identified and implemented. To assist, the following will be relied upon:

- 1.1.1 Reports and advice from Delegated Services
- 1.1.2 Health and Safety Audit Reports from Educating Safely
- 1.1.3 Guidance and advice from the COO and Trust Estates Lead

### **2. Provision of an Effective Joint Consultative Process**

- 2.1** In conjunction with Heads and Local Governance Committees, Delegated Services will report to the Lead Trustee for Health and Safety and the Trust Board on a regular basis. The Board will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

### **3. Establishing Adequate Health and Safety Communication Channels**

- 3.1** Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
- Senior leadership team meetings and staff meetings
  - Provision of information relating to safe systems of work and risk assessments
  - Training provided or required
  - Communications with relevant specialist advisors and bodies
- 3.2** Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **4. Financial resources**

- 4.1** The Trust will ensure that adequate resources are being deployed and sufficient budget is allocated to ensure effective health and safety management and control.

### **5. Specialist Advice and Support**

- 5.1** The Trust will ensure that access to competent technical advice on health and safety matters is procured to assist each school in complying with statutory duties and meeting health and safety objectives. Two specialist support packages are currently commissioned by the Trust which schools can access:

- Educating Safely LLP – Competent Persons for Health and Safety Package providing advice, annual audits, training and risk assessment and policy templates. Other health and safety services are available by arrangement.
- Delegated Services – Delegated Health and Safety Governance Services providing advice and reports to Head, Leadership Teams, Local Governance Committees and the Trust.

## **6. Health and Safety Management**

### **6.1 Accident and Incident Reporting and Analysis** (see also 6.49 RIDDOR)

- 6.1.1 Each School will maintain a “bump book” for recording all minor accidents and incidents.
- 6.1.2 Reporting of injuries, accidents, incidents and near misses in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be completed by the Head or other nominated person using the guidance given at 6.49. RIDDOR reports must be completed using EEC Live within the required timescales.
- 6.1.3 All injuries, accidents, incidents and near misses will be investigated in an attempt to identify the root cause and any trends. Relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant stakeholders.
- 6.1.4 Injuries, accidents, incidents and near misses across all Trust schools will be monitored at least termly by the Trust COO. Identification of significant trends or major incidents will be reviewed, action points agreed and reported to the Trust Board on a termly basis.
- 6.1.5 Accident records will be retained for the following periods:
  - Pupil’s records will be retained for a period of Date of Birth + 25 years
  - Employee records will be retained from the date of incident + 7 years
  - Reports relating to work related ill health is current year + 10 years
  - Where there has been potential exposure to asbestos, the retention period is 40 years
  - Where there has been potential exposure to radiation, the retention period is 50 years

### **6.2 Administering Medication** (see First Aid and Supporting Children with Medical Needs)

### **6.3 Asbestos Management** (see also 6.10 Contractor and Construction Management)

- 6.3.1 The Trust is committed to preventing exposure to asbestos fibres to all persons reasonably expected to be on school premises.
- 6.3.2 Trust Schools will comply with all relevant asbestos legislation, guidance and approved code of practices including the Control of Asbestos Regulations 2015 and the HSE's L143 ACoP Managing and Working with Asbestos.
- 6.3.3 All Trust Schools will retain an HSG264 compliant Management Survey commissioned from a suitable asbestos surveying contractor accredited to BS EN ISO/IEC 17020. Surveys should be renewed every 5 years or sooner where there have been significant changes to buildings or their use.
- 6.3.4 All Trust Schools will address the recommendations for removal or remedial work identified by a Management Survey.
- 6.3.5 All Trust Schools will have an Asbestos Management Policy in place which is reviewed and shared with staff annually.
- 6.3.6 All Trust Schools will have an Asbestos Management Plan in place which includes an up-to-date asbestos register and arrangements for managing all asbestos and asbestos containing materials in their school premises. This will be reviewed annually or sooner where there have been significant changes to buildings or their use. The Asbestos Management Plan will be shared with relevant staff.
- 6.3.7 All Trust Schools will monitor the condition of asbestos containing materials at least annually or sooner if damage is reported or suspected. Schools will retain the inspection reports which must contain photos of each asbestos containing material.
- 6.3.8 All Trust Schools will have in place an asbestos risk assessment which considers all hazards specific to their school or the work processes that take place in it. This will be shared with staff and reviewed on an annual basis or sooner where there have been significant changes to buildings, their use or any reported or suspected damage.
- 6.3.9 All Trust Schools will make suitable arrangements for sharing of all asbestos related information with contractors and will retain a record to evidence the sharing of information.
- 6.3.10 All construction and refurbishment work in all Trust Schools will be subject to a Refurbishment and Demolition Survey prior to the works commencing.

#### **6.4 Arson (see also 6.51 Security)**

- 6.4.1 All Trust Schools will have an arson risk assessment in place to adequately assess the risks of arson occurring on their premises. Suitable and sufficient control measures must be in place to mitigate any identified risks. The risk assessment should be shared with relevant staff and reviewed annually.

## **6.5 Automated External Defibrillators (see also 6.23 First Aid Arrangements)**

6.5.1 Trust Schools that have Automated External Defibrillators (AEDs) will a risk assessment in place for their provision, use and maintenance and associated risks. Suitable and sufficient control measures must be in place to mitigate any identified risks. The risk assessment should be shared with relevant staff and reviewed annually.

6.5.2 AEDs will be sited and maintained in accordance with the risk assessment and regular checks should be undertaken and recorded.

## **6.6 Audits**

6.6.1 All Trust Schools will have their health and safety management audited on an annual basis. This process is a positive assessment of health and safety management systems and will identify appropriate action to continually improve health and safety across the Trust and give guidance where required. Audits will be undertaken by Educating Safely LLP and supported by the Trust Estates Lead.

## **6.7 Behaviour**

6.7.1 All Trust Schools will have a student Behaviour Policy in place which is essential for maintaining a safe school environment. The behaviour policy will create a framework for orderly conduct, which is crucial for preventing accidents and safeguarding students and staff from physical and emotional harm.

**6.8 Caretakers** (see 6.28 Hazardous Substances (CoSHH), 6.29 Housekeeping, 6.34 Lone Working, 6.35 Manual Handling, 6.44 Premises Management, Safety, Compliance and Statutory Inspections, 6.58 Training, Induction and Competence, 6.61 Work Equipment and 6.62 Working at Height)

**6.9 Catering** (see 6.13 Curriculum, 6.18 Electrical Safety, 6.23 First Aid Arrangements, 6.25 Gas Safety, 6.28 Hazardous Substances (CoSHH), 6.39 Pest Control, 6.52 Slips, Trips and Falls, 6.58 Ventilation and Extraction Systems and 6.60 Work Equipment)

**6.10 Cleaning** (see 6.31 Housekeeping)

## **6.11 Consultation and Communication**

6.11.1 The Trust is committed to effective communication and consultation on all matters relating to health and safety. We recognise that open dialogue with all stakeholders is essential to maintaining a safe and healthy working and learning environment across all our schools. The Trust and Heads will:

- Ensure that employees are consulted on health and safety issues that affect them, either directly or through their elected representatives.
- Provide timely and accessible communication regarding health and safety policies, procedures, and updates across the Trust.

- Encourage feedback and engagement from staff, pupils, parents, and contractors to continually improve our health and safety practices.
- Share relevant health and safety information between the Trust, Local Governance Committees, and individual schools to ensure consistency and best practice.
- Involve staff and their representatives in the development and review of health and safety arrangements.

## **6.12 Contractor and Construction Management** (see also 6.2 Asbestos Management and 6.43 Premises Management, Safety, Compliance and Statutory Inspections)

6.12.1 The Trust recognises its responsibility to ensure that all construction and maintenance work carried out on Trust premises is managed safely and in compliance with relevant legislation, including the Construction (Design and Management) Regulations 2015 (CDM 2015). The Trust and Schools will:

- Ensure that only competent and appropriately qualified contractors are appointed to carry out work on Trust premises.
- Require all contractors to provide suitable risk assessments and method statements (RAMS) before work begins.
- Appoint a Principal Designer and Principal Contractor where required under CDM regulations and ensure clear allocation of duties.
- Ensure that site-specific induction, supervision, and communication arrangements are in place for all contractors while on site.
- Maintain effective liaison between the contractor, site management, and Trust Estates Lead to ensure that work is coordinated and risks are controlled.
- Ensure appropriate safeguarding and access control measures are in place to protect pupils, staff, and visitors during any construction or maintenance activity.
- Require contractors to report any incidents, near misses, or unsafe conditions immediately to the site manager or Trust representative.
- Ensure that all contractor and construction activities are carried out safely, with minimal disruption to the operation of our schools.

## **6.13 Control of Noise** (see also 6.13 Curriculum, 6.41 PPE and 6.60 Work Equipment)

6.13.1 All Trust Schools will consider the hazards associated with excessive noise and the associated risks to the long-term health of students, staff and visitors such as hearing loss and tinnitus as required by the Control of Noise Regulations 2005.

6.13.2 Trust Schools should consider the areas of their curriculum, such as Music and DT, and maintenance or construction works where excessive noise could be an issue and undertake a suitable and sufficient risk assessment.

6.13.3 Where a risk assessment is required, control measures must be implemented and regularly reviewed.



#### **6.14 Control of Vibration** (see also 6.41 PPE and 6.60 Work Equipment)

- 6.14.1 All Trust Schools will consider the hazards associated with exposure to vibration and the associated risks to the long-term health of students, staff and visitors such as vibration white finger and carpal tunnel syndrome, as required by the Control of Vibration Regulations 2005.
- 6.14.2 In particular, Trust Schools should consider Site and Cleaning staff, the work processes they undertake and the machinery, equipment or tools that they use. Where risks are identified, a suitable and sufficient risk assessment must be undertaken.
- 6.14.3 Where a risk assessment is required, this must include a vibration assessment to assess the potential exposure. Control measures must be implemented and regularly reviewed.

#### **6.15 Curriculum** (see also 6.17 Educational Visits and Travel Safety)

- 6.15.1 The Trust and its schools are committed to ensuring that all areas of the curriculum are delivered safely and in accordance with relevant legislation, guidance, and best practice. Health and safety considerations are embedded into the planning and delivery of all subjects, particularly those involving practical activities such as science, design and technology, physical education, and the arts. The aim is to provide a stimulating and engaging curriculum while safeguarding the wellbeing of all pupils and staff.
- 6.15.2 Schools are responsible for conducting and reviewing risk assessments for curriculum activities, maintaining safe learning environments, and ensuring pupils receive appropriate instruction, supervision, and personal protective equipment where required.

#### **6.16 Defect Reporting** (see also 6.21 Facilities Management Software)

- 6.16.1 All Trust schools will ensure that adequate defect reporting procedures are in place whereby any damage or defect to the premises, equipment or furnishings is reported.
- 6.16.2 Schools are encouraged to utilise the Helpdesk ticketing feature of the Trust's Facilities Management software to manage and record defect reporting.
- 6.16.3 Defective equipment is isolated and labelled as defective or removed from service to prevent use until replaced or repaired.
- 6.16.4 Where premises defects are identified, school should consider the use of dynamic risk assessment to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## **6.17 Display Screen Equipment**

6.17.1 All Trust schools acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. Trust schools will ensure that:

- All static workstations used by staff meet the minimum standards required
- Equipment is maintained in good working condition and tested where necessary
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least annually and earlier if there are significant changes to equipment, layout or individual health
- A trained DSE assessor is available

## **6.18 Driving (see also 6.36 Minibuses)**

6.18.1 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. The Trust maintains occasional business use insurance cover for staff using their own cars for occasional work purposes. This does not include staff travelling to and from their place of work.

## **6.19 Educational Visits and Travel Safety (see also 6.36 Minibuses and 6.50 Risk Assessment)**

- 6.19.1 The Trust is committed to ensuring that all educational visits are planned and delivered in a manner that promotes enriching learning experiences while safeguarding the health, safety, and wellbeing of pupils, staff, and volunteers.
- 6.19.2 All Trust schools will have an Educational Visits Policy in place and must follow a consistent and robust approach to the management of educational visits in line with statutory requirements and the Outdoor Education Advisors Panel National Guidance.
- 6.19.3 All visits must be planned well in advance and approved through the school's designated educational visits coordinator and internal approval structure.
- 6.19.4 Risk assessments must be completed using EEC Live for all visits, including transport arrangements, venue-specific hazards, supervision ratios, and activities undertaken.
- 6.19.5 Approval is required from the Head for routine visits, and from the Trust's designated senior leader for higher-risk or residential visits.

- 6.19.6 Visit leaders must be competent, experienced and formally approved to lead the visit.
- 6.19.7 Adequate supervision must be maintained at all times, taking into account the age, needs, and behaviour of pupils.
- 6.19.8 Staff and volunteers must be briefed on their roles, emergency procedures, and safeguarding responsibilities.
- 6.19.9 Dynamic risk assessment must be carried out throughout the visit to respond to changing circumstances.
- 6.19.10 Only providers and venues with appropriate safety management systems may be used. External providers should ideally hold the LOTC Quality Badge or equivalent evidence of competence.
- 6.19.11 Appropriate control measures must be implemented to manage travel, activity, environmental, and medical risks.
- 6.19.12 Parents/carers must be provided with relevant information about the visit, including itinerary, supervision arrangements, risks, and required permissions.
- 6.19.13 Consent must be obtained in accordance with statutory guidance and the school's Educational Visits Policy.
- 6.19.14 Emergency contact arrangements must be in place, including access to pupil medical and SEND information.
- 6.19.15 All transport used must comply with legislative requirements and Trust standards for safety and suitability.
- 6.19.16 Any specialist equipment used on the visit must be fit for purpose, inspected, and used by competent individuals.
- 6.19.17 Visit leaders must have an emergency plan, including arrangements for first aid, incident reporting, and escalation to Trust leadership where required.
- 6.19.18 Serious incidents must be reported immediately to the Head and Trust central team in accordance with the Trust's incident reporting procedures.
- 6.19.19 The Trust and Schools will monitor Educational Visits through audits, incident reviews, and evaluation of visits.
- 6.19.20 Lessons learned from incidents or near misses must inform future planning and training.

**6.20 Electrical Safety including Generation and Storage Systems** (see also 6.14 Defect Reporting, 6.35 Lightning Protection Systems, 6.44 Premises Management, Safety, Compliance and Statutory Inspections and 6.61 Work Equipment)

- 6.20.1 All Trust schools will maintain and service electrical systems and equipment in line with statutory guidance and best practice.
- 6.20.2 Electrical systems (fixed wiring) must be periodically inspected every 5 years by a competent contractor and records maintained; an Electrical Installation Condition Report must be obtained and any remedial works recommended must be acted upon in a timely manner.
- 6.20.3 Portable electric appliances must have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low-risk environments' (INDG236), by a competent contractor with records maintained.
- 6.20.4 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. A record of the inspection must be retained.
- 6.20.5 Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Defect reporting procedures are to be followed as required.

**6.21 Emergency Preparedness, Planning and Arrangements** (see also 6.1 Accident and Incident Reporting and Analysis and 6.49 RIDDOR)

- 6.21.1 The Trust is committed to ensuring that all schools maintain robust emergency preparedness arrangements to safeguard pupils, staff, visitors, and contractors. Each school must keep an up-to-date emergency plan covering foreseeable incidents such as fire, medical emergencies, severe weather, and security threats including emergency evacuation and lockdown plans.
- 6.21.2 Clear roles and responsibilities must be assigned, with trained staff in key functions such as first aid, fire safety, and incident coordination. Effective communication procedures must be in place to alert building occupants, contact emergency services, and notify parents/carers as required.
- 6.21.3 Schools must carry out regular emergency drills, maintain safe evacuation routes, and ensure lockdown arrangements are appropriate and well understood. First aid provision, emergency equipment, and medical information must be suitable, accessible, and routinely checked.
- 6.21.4 All incidents and near misses must be reported and reviewed, with lessons learned implemented promptly. The Trust provides oversight and support, ensuring all schools maintain consistent, compliant, and effective emergency arrangements.

**6.22 Environmental Safety including Waste Management and Hazardous Substances** (see also 6.1 Accident and Incident Reporting and Analysis, 6.28 Hazardous Substances (CoSHH), 6.29 Housekeeping and 6.39 Pest Control)

- 6.22.1 The Trust is committed to maintaining safe, clean, and environmentally responsible schools by ensuring the effective management of waste, hazardous substances, and environmental risks.
- 6.22.2 All schools must maintain hygienic premises, monitor environmental conditions, and comply with legal requirements relating to pollution, water quality, and pest control.
- 6.22.3 Waste must be segregated, stored, and disposed of safely using approved and licensed routes.
- 6.22.4 Hazardous substances—including chemicals used in science, cleaning, catering, and site maintenance—must be handled in accordance with COSHH regulations, with up-to-date inventories, risk assessments, and safe storage arrangements. Only trained and authorised staff may use hazardous substances, and appropriate control measures, PPE, and emergency spill procedures must be in place.
- 6.22.5 All incidents, exposure events, or environmental concerns must be reported and reviewed.

**6.23 Facilities Management Software** (see also 6.43 Premises Management, Safety, Compliance and Statutory Inspections)

- 6.23.1 The Trust will maintain a subscription to Facilities Management software in order for schools to adequately manage premises safety, compliance and maintenance.
- 6.23.2 Schools will maintain a suitable and sufficient inspection and maintenance schedule and task completion record to evidence premises compliance including uploading job and inspection records.
- 6.23.3 Schools are encouraged to fully utilise all features of the Facilities Management software including risk assessment and policy document sharing and read requests, helpdesk ticketing and training features.

**6.24 Fire Safety Management**

- 6.24.1 The Trust is committed to maintaining effective fire safety arrangements across all schools to protect pupils, staff, visitors, and property.
- 6.24.2 Each school must have a current Fire Risk Assessment and an action plan to address identified issues which is completed promptly and monitored by Heads.

- 6.24.3 Schools must assess whether any staff, pupils or visitors will need additional assistance in the event of an emergency and formulate Personal Emergency Evacuation Plans, implement the relevant procedures and share these with staff as required.
- 6.24.4 Clear fire prevention measures, safe storage practices, and regular maintenance of alarms, extinguishers, fire doors, and emergency lighting are essential requirements.
- 6.24.5 Staff must receive fire safety awareness training, where necessary Fire Wardens must be appointed, receive additional training and be fully instructed in their expected duties.
- 6.24.6 Termly evacuation drills must be carried out and reviewed with evacuation reports completed and retained.
- 6.24.7 All fire incidents, alarms, or near misses must be reported and investigated.

**6.25 First Aid Arrangements** (see also 6.50 RIDDOR and 6.55 Supporting Children with Medical Needs)

- 6.25.1 Adequate first aid arrangements are assessed, maintained and monitored at Trust schools and for all activities that they lead. Trust schools ensure that:
- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
  - All first aiders and appointed persons hold a valid certificate of competence, Trust schools maintain a register of all qualified staff and will arrange re-training as necessary.
  - First aid notices are clearly displayed around each Trust school.
  - Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked.
  - A suitable area is available for the provision of first aid.
  - Staff are regularly informed of first aid arrangements within Trust schools through induction, teacher training days and the staff handbook which is issued annually.
  - Where first aid has been administered this is recorded in the first aid treatment book.
  - Correct reporting procedures are followed including those required under RIDDOR regulations.
  - Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
  - Information, instruction and training will be provided to staff on any specific medical conditions of children and the procedures to follow in case of an emergency.
  - Children with medical conditions will be cared for in line with the Supporting Children with Medical Needs policy.
  - Medication shall be kept securely in line with the Supporting Children with Medical Needs policy.

## **6.26 Forest Schools** (see also 6.18 Educational Visits)

- 6.26.1 Trust Schools that provide Forest School environments on their premises will manage and deliver the provision of activities using them in accordance with their Educational Visits policy.

## **6.27 Gas Safety** (see also 6.44 Premises Management, Safety, Compliance and Statutory Inspections)

- 6.27.1 The Trust is committed to ensuring the safe installation, operation, and maintenance of all gas systems and appliances across its schools in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- 6.27.2 All gas work will be carried out only by Gas Safe-registered engineers, and records of registration will be verified before any work begins.
- 6.27.3 All Trust schools will ensure that gas appliances, boilers, pipework, and associated equipment including monitors, interlocks and gas safety controls undergo regular servicing, annual statutory checks, and timely remedial works in accordance with relevant legislation and manufacturer requirements.
- 6.27.4 All Trust schools will maintain an up-to-date asset register of gas installations and retain inspection certificates.
- 6.27.5 Staff must immediately report any suspected gas leak, defect, or concern. In the event of a suspected leak, the area will be evacuated, emergency procedures followed, and the gas supply isolated where safe to do so. No appliance or system will be reinstated until professionally examined and declared safe.
- 6.27.6 All Trust schools will monitor compliance, maintain records, and ensure contractors work safely and in line with relevant legislation.

## **6.28 Glazing**

- 6.28.1 All Trust schools will ensure that glazing is assessed and managed safely in accordance with Approved Document K (sections K4 and K5.2) of the Building Regulations 2010 and Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992.
- 6.28.2 Trust schools will survey its glazing in “critical locations” as defined by the regulations for the presence of safety glass (glass that is designed to resist impact or breaks safely such as toughened glass to EN12150 or laminated glass to EN14449).
- 6.28.3 Trust schools will also consider higher risk areas, such as glazing in areas facing playgrounds or where physical activity takes place.

- 6.28.4 Where necessary, remedial action shall be taken to install safety film.
- 6.28.5 Any safety film installed must be marked with the date of installation. Film to external glass must be replaced every 5 years and every 10 years to internal glass.
- 6.28.6 Trust schools will also assess the risks associated with glazing at high level that might need guarding, and large glazed screens that require manifestation.

## **6.29 Hazards from Trees**

- 6.29.1 All Trust Schools will manage trees on their premises to ensure the health and safety of all staff, students and visitors.
- 6.29.2 All Trust Schools will ensure that an annual condition survey is undertaken by a competent and trained arboricultural professional and a report is obtained. Recommendations for remedial work should be completed according to priority with high-risk defects addressed as soon as possible.
- 6.29.3 Works to trees must be completed by a competent and insured contractor.
- 6.29.4 Following high winds and storms, a visual inspection of all trees should be undertaken by a competent person to check for damage.

## **6.30 Hazardous Substances (CoSHH) (see also 6.14 Curriculum, 6.30 Housekeeping, 6.42 PPE and 6.56 Swimming Pools)**

- 6.30.1 All Trust School must effectively manage the risks arising from hazardous substances in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations.
- 6.30.2 All substances that may present a risk to health, including cleaning chemicals, curriculum resources, maintenance products, and any other hazardous substances, will be identified and subject to a COSHH risk assessment before use.
- 6.30.3 Schools will audit all parts of their premises to identify all hazardous substances and formulate an inventory. Safety Data Sheets should be obtained for all substances and a specific risk assessment written for each product.
- 6.30.4 Assessments will outline the hazards, required control measures, safe handling procedures, storage arrangements, and emergency actions.
- 6.30.5 Hazardous substances will only be used where necessary, and safer alternatives will be considered wherever practicable.
- 6.30.6 All substances must be stored securely in their original, labelled containers and kept in suitable, ventilated areas. Staff must follow the control measures detailed



in the assessment, including the use of any required personal protective equipment (PPE).

- 6.30.7 Any spillages, leaks, or exposure incidents must be reported immediately and managed following the emergency procedures detailed in the risk assessment.

### **6.31 Housekeeping** (see also 6.15 Defect Reporting, 6.23 Fire Safety and 6.29 Hazardous Substances (CoSHH))

- 6.31.1 All Trust Schools will commit to maintaining high standards of housekeeping across all premises to ensure safe, clean, and well-organised environments for pupils, staff, and visitors. Good housekeeping is recognised as a key control measure in preventing accidents, reducing fire risks, and supporting effective learning spaces.
- 6.31.2 All areas, including classrooms, corridors, storage spaces, kitchens, and external grounds, must be kept free from unnecessary obstructions, spillages, and waste. Staff and pupils are expected to keep work areas tidy, store materials safely, and report any hazards or defects promptly.
- 6.31.3 Cleaning routines will be clearly defined, regularly monitored, and carried out by competent staff in line with established schedules. Waste will be segregated, stored, and disposed of appropriately.
- 6.31.4 Equipment, furniture, and resources must be stored securely and in designated areas. Escape routes, fire exits, electrical panels, and access points must remain unobstructed at all times.

### **6.32 Legionella Control**

- 6.32.1 All Trust Schools will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).
- 6.32.2 All Trust Schools must commission a Legionella Risk Assessment from a competent and professional contractor. Risk assessments should be subject to an annual self-review and fully renewed on a risk basis every 2 – 3 years or sooner following any significant changes to buildings and water systems.
- 6.32.3 Recommendations for remedial work should be completed according to priority with high-risk defects addressed as soon as possible.
- 6.32.4 Trust schools must implement a management regime for the periodic cleaning, maintenance and disinfection of thermostatic mixing valves, strainers, showers, spray taps, tanks, water heaters and expansion vessels.
- 6.32.5 Trust schools must implement a management regime for the regular flushing of little used outlets and temperature monitoring of all systems.

- 6.32.6 Records of contractor visits and routine checks must be maintained.
- 6.32.7 Schools will provide Legionella Awareness training to relevant persons with responsibility for maintaining water hygiene where required.

### **6.33 Lettings**

- 6.33.1 Where relevant, Trust Schools will ensure that all facilities made available for community use through its lettings programme are safe, appropriately managed, and compliant with health and safety requirements.
- 6.33.2 Where relevant, Trust School should formulate and implement a local Lettings Policy which details procedures and responsibilities for safeguarding, supervision, and safe use of equipment and premises.
- 6.33.3 Prior to any booking, hirers should be provided with the Lettings Policy and will be responsible for formulating relevant health and safety information, including emergency procedures, fire evacuation routes, first aid arrangements, and any restrictions relating to specific areas or activities.
- 6.33.4 High-risk activities will require additional risk assessments from the hirer, which must be reviewed and approved by the school before use.
- 6.33.5 Trust Schools will ensure that facilities are in a safe condition before handover and will monitor compliance through periodic checks. Hirers must report accidents, incidents, damage, or hazards immediately.
- 6.33.6 Trust Schools reserve the right to refuse, suspend, or terminate lettings where health and safety requirements are not met.

### **6.34 Lifting Operations and Lifting Equipment (LOLER) (see also 6.46 Premises Management, Safety, Compliance and Statutory Inspections)**

- 6.34.1 All Trust Schools will ensure that they comply with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
- 6.34.2 All lifting equipment including passenger lifts, goods lifts, hoists, mobile lifting aids, and any accessories such as slings will be maintained in a safe condition and used only by trained and authorised staff.
- 6.34.3 A competent and accredited inspection provider will carry out statutory thorough examinations at required intervals, and all inspection reports will be recorded, reviewed, and actioned promptly. Any defects identified will be rectified before the equipment is used again.

- 6.34.4 Lifting operations must be planned, supervised, and carried out safely, with risk assessments and safe systems of work in place.
- 6.34.5 Staff must check equipment before use and immediately report any concerns, damage, or malfunction. Equipment that is unsafe or not certified must be taken out of service without delay.
- 6.34.6 Trust Schools will ensure that staff receive appropriate training and that lifting equipment is stored, cleaned, and maintained in accordance with manufacturer guidance.

**6.35 Lightning Conductors** (see also 6.20 Electrical Safety including Generation and Storage Systems and 6.46 Premises Management, Safety, Compliance and Statutory Inspections)

- 6.35.1 Where relevant, Trust School will ensure they comply with the Electricity at Work Regulations 1989 for the installation, maintenance, inspection and testing of Lightning Protection Systems.
- 6.35.2 Trust Schools will arrange for the annual testing and inspection of any installed systems. Reports will be retained and recommendations for remedial work completed.

**6.36 Lone Working** (see also 6.53 Risk Assessment)

- 6.36.1 All Trust Schools will ensure that a Lone Working Policy is in place and a risk assessment is completed where necessary for all staff who work alone.
- 6.36.2 Suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working must be communicated.

**6.37 Manual Handling** (see also 6.34 Lifting Operations and Lifting Equipment (LOLER))

- 6.37.1 All Trust Schools will ensure that they comply with the Manual Handling Operations Regulations 1992.
- 6.37.2 All Trust Schools will have a manual handling risk assessment in place and will implement suitable and sufficient control measures to mitigate manual handling risks.
- 6.37.3 All Trust Schools will ensure that manual handling training is provided where relevant.
- 6.37.4 Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements. Defective equipment is taken out of use until repaired or replaced.

- 6.37.5 An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- 6.37.6 Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

**6.38 Minibuses** (see also 6.18 Driving and 6.19 Educational Visits and travel Safety)

- 6.38.1 Trust Schools must include minibus, coach and other travel methods used to support Educational Visits in their planning and risk assessment process in accordance with local Educational Visit Policies.
- 6.38.2 Trust Schools that own and maintain minibuses should have a Minibus Policy in place to set out all procedures, arrangements and responsibilities for their safe use and roadworthiness.
- 6.38.3 Trust Schools that operate their minibuses under Office of the Traffic Commissioner Section 19 Permits must abide by VOSA's Guide to Maintaining Roadworthiness including:
- Minibus driving assessments for all drivers.
  - A Fleet Operators Contract with a VOSA approved Fleet Operator to provide scheduled 13-week safety inspections (scheduled for 6-week safety inspection where the vehicle is over 12 years old).
  - Annual MOTs regardless of the age of the vehicle.
  - Servicing at least annually or in line with the manufacturer's guidelines.
  - The provision of first aid kits, fire extinguishers, window hammers and seat belt cutters.
  - Checks to the vehicle before every journey that are recorded in full in a Vehicle Defect Record Book.

**6.39 Occupational Health, Work Related Stress and Wellbeing**

- 6.39.1 The Quantock Education Trust acknowledges that there are many factors, both works related and personal, that may contribute to staff being absent from work through injury and ill health including stress.
- 6.39.2 The Quantock Education Trust has developed a managing stress and wellbeing policy to manage its obligations to promote positive mental health and wellbeing of all staff. It covers our commitment to protect the health, safety and wellbeing of our staff; the responsibilities of managers and others for maintaining psychological health; health promotion initiatives; communicating and training on health issues; the range of support available for the maintenance of mental health and organisational commitment to handling individual issues.

- 6.39.3 All employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- 6.39.4 Absences from work for ill health must be reported and will be managed in accordance with the Trust's Staff Sickness Absence Policy.
- 6.39.5 Line managers can contact the organisation's occupational health service Health Assured. Staff can also speak to their line managers if they would like to be considered for support from occupational health. A comprehensive occupational health service is available, from individual health screening to the design of return-to-work plans for those rehabilitating after a period of long-term sickness absence.
- 6.40 Outdoor Education** (see 6.19 Educational Visits and Travel Safety)
- 6.41 Pest Control** (see also 6.28 Hazardous Substances (CoSHH), 6.29 Housekeeping and 6.53 Risk Assessment)
  - 6.41.1 All schools should commit to maintaining schools in a safe and hygienic condition including good housekeeping and waste management practices to prevent the health risks associated with pest activity.
  - 6.41.2 Pest sightings or evidence of activity must be reported promptly.
  - 6.41.3 Where necessary, schools should engage with competent and qualified contractors to provide a pest control contract.
  - 6.41.4 The use of pesticides and rodenticides should be with appropriate risk assessments, CoSHH assessments, PPE and secure bait stations in place.
- 6.42 Playground and Gymnasium Equipment** (see also 6.16 Defect Reporting, 6.44 Premises Inspections and 6.45 Premises Management, Safety, Compliance and Statutory Inspections)
  - 6.42.1 All Trust Schools must monitor the condition of playground and gymnasium equipment to ensure the safety of all staff and students.
  - 6.42.2 Visual inspections should be scheduled using the Trust's CAFM software and completed on a weekly basis with the findings recorded.
  - 6.42.3 The procedures outlined under 6.16 Defect Reporting should be followed where equipment is found to be unsafe.

- 6.42.4 Formal inspections should be carried out on an annual basis by a competent and accredited contractor. Inspection records should be retained and any recommendations for remedial work completed.

**6.43 PPE** (see also 6.28 Hazardous Substances (CoSHH) and 6.53 Risk Assessment)

- 6.43.1 All Trust Schools will provide Personal Protective Equipment (PPE) to staff and students where this is identified and being required by risk assessments.
- 6.43.2 Where possible, risks should be controlled by other measures rather than placing reliance on PPE.
- 6.43.3 Staff and students must be provided with sufficient instruction, training and information on the use of PPE.
- 6.43.4 Only CE marked equipment should be provided and all PPE must be maintained in a clean, serviceable condition and replaced when damaged, defective, or no longer fit for purpose.
- 6.43.5 Schools should monitor PPE arrangements through routine checks and reviews.

**6.44 Premises Inspections** (see also 6.16 Defect Reporting, 6.45 Premises Management, Safety, Compliance and Statutory Inspections and 6.54 Security)

- 6.44.1 All Trust Schools must ensure that their sites are subject to regular inspections to identify health and safety issues so that safe learning and working environments are maintained.
- 6.44.2 Routine visual inspections should be scheduled and recorded using the Trust's CAFM software.
- 6.44.3 Defects and issues should be addressed promptly and the procedures outlined under 6.16 Defect Reporting should be followed.

**6.45 Premises Management, Safety, Compliance and Statutory Inspections**

- 6.45.1 All Trust Schools will ensure that their premises are properly managed in respect of safety and statutory compliance in accordance with all relevant legislation and guidance.
- 6.45.2 All Trust Schools will ensure that competent and qualified contractors are used to complete statutory inspections.
- 6.45.3 All Trust Schools will utilise the Trust's Facilities Management software to schedule and record safety, compliance and inspections.

- 6.45.4 The Trust Estates Lead will provide advice and assistance to all Trust Schools to achieve statutory compliance.

#### **6.46 Pressure Systems**

- 6.46.1 All Trust Schools will ensure they are compliant with the Pressure Systems Safety Regulations 2000. Schools should undertake a review of their premises to establish whether their school contains any plant or equipment which falls within the scope of the regulations.
- 6.46.2 Where necessary, schools will appoint a competent and qualified contractor to carry out formal inspections to plant and equipment under a Written Scheme of Examination at the required regulatory intervals.

- 6.46.3 Inspection reports must be retained

#### **6.47 Preventing Workplace Harassment and Violence** (see also 6.36 Lone Working and 6.39 Occupational Health, Work Related Stress and Wellbeing)

- 6.47.1 The Trust is committed to providing a safe and secure learning and working environment for all staff and students.

- 6.47.2 Reference to the Trust's HR Allegations of Abuse Against Staff, Staff Anti-Harassment and Bullying Policy and Preventing Sexual Harassment at Work Policies should be made for further information.

- 6.47.3 Schools should adequately risk assess situations and implement appropriate control measures.

- 6.47.4 The Trust will:

- Ensure the Head, HR Director or CEO provide full support when informed of any incidents of workplace harassment or violence.
- Ensure that adequate procedures are in place for the reporting of incidents.
- Offer counselling and support through the Trust's Employee Assistance Program.
- Investigate all reported incidents and provide debriefing for individuals affected by harassment and violence.
- Provide training on how to manage conflict and aggression.

- 6.47.5 Staff are advised to:

- Avoid confrontation.
- Withdraw from escalating situations.

- Plan and prepare for situations where it is reasonably foreseeable that confrontation might occur.
- Report all incidents of harassment and violence.

#### **6.48 Physical Contact (including Restraint and Intimate Care)**

- 6.48.1 The Trust is committed to safeguarding and promoting the welfare of all pupils by protecting children from maltreatment, exploitation and providing appropriate help and support to meet the needs of children as soon as problems emerge, preventing the impairment of health or development and by ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- 6.48.2 Reference to the Trust's Child Protection and Safeguarding and Staff Code of Conduct Policies should be made for further information.
- 6.48.3 All Trust Schools must ensure that a local Physical Contact and Restraint Policy is in place which has been shared with all staff.
- 6.48.4 The Trust recognises that there are occasions when it is appropriate for staff to have physical contact with pupils such as offering comfort and reassurance to a pupil in distress, but this must be done in the correct manner and in response to the pupil's needs at the time. Consideration must be given to the age, stage of development, gender and background of the pupil. Staff must be able to explain why they have made physical contact.
- 6.48.5 The Trust recognises that there are occasions when staff will be required to physically intervene with pupils to prevent them from committing a crime, to protect them or others from injury or to prevent damage to property. Physical intervention can be used to control, such as standing between pupils, blocking a pupil's path or leading by the arm, or restraint such as holding. Staff have the legal right to use physical control or restraint where necessary but may only use reasonable force.
- 6.48.6 All instances of physical intervention must be reported to the Head.
- 6.48.7 Intimate care, such as the changing of nappies in very young children and cleaning up of incontinent or disabled children, will be carried out in accordance with strict guidelines and procedures. Staff will be trained and supported in these instances.

#### **6.49 Radioactive Sources**

- 6.49.1 Schools that store and use radioactive sources for use in the curriculum will ensure full compliance with all relevant legislation including the Ionising Radiation Regulations 2017, the Radiation (Emergency Preparedness and Public Information) Regulations and CLEAPSS guidance.
- 6.49.2 Schools must have rigorous management processes including:



- Registration of the sources on the HSE's RADAN portal.
- An appointed and trained Radiation Protection Adviser to manage the use and storage of sources and maintain all records.
- Suitable and approved lockable source storage cabinets.
- A list of trained authorised users.
- Risk assessments, local rules and contingency plans for the use and storage of sources with all control measures fully implemented.
- Formal annual inspections and testing by an approved RPA. Inspection reports are to be retained by the school with any remedial recommendations carried out.

## **6.50 Radon Gas**

- 6.50.1 The Trust recognises its responsibilities to manage Radon Gas in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Trust recognises that Radon Gas is a naturally occurring radioactive substance that may present a health risk where it accumulates within buildings. The Trust will take all necessary steps to identify, assess, and control the risks arising from radon exposure within its premises to as low as reasonably practicable.
- 6.50.2 All Trust School will assess whether its premises is located in a radon affected area as identified by the UK Radon Map. Based on the results, action will be taken as follows:
- Where the potential properties affected by Radon Gas is identified as <1%, no further action is required.
  - Where the potential properties affected by Radon Gas is identified as between 1 – 5%, schools must undertake a search of the British Geological Survey database. Where it is further determined that the potential is >1%, schools must commission monitoring using a Radon Association approved contractor.
  - Where the potential properties affected by Radon Gas is identified as >5%, schools must commission monitoring using a Radon Association approved contractor.
- 6.50.3 Monitoring result reports must be reviewed to determine further actions necessary for the control of Radon Gas.
- Results between 200 - 300Bq/m<sup>3</sup> will require control measures to be introduced.
  - Monitoring results exceeding 300 Bq/m<sup>3</sup> will require the Ionising Radiation Regulations 2017 to be applied. Notification to the HSE and the appointment of an approved Radiation Protection Adviser (RPA) will be required. The advice of the RPA must be followed including the implementation of control measures and mitigation.

- 6.50.4 Radon monitoring will be reviewed following significant building alterations, changes in occupancy or use, or as required by the relevant UKHSA and HSE guidance. In schools where the IRR17 regulations apply, retesting will be undertaken in accordance with advice from the RPA.

**6.51 RIDDOR** (see also 6.1 Accident and Incident Reporting and Analysis)

- 6.51.1 The Trust will ensure full compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All schools must report certain work-related incidents, including specified injuries, occupational diseases, dangerous occurrences, and injuries resulting in more than seven days' absence, in accordance with statutory requirements.
- 6.51.2 Each school must have a nominated responsible person for completing RIDDOR reports. These are to be submitted using EEC Live. The Trust's nominated H & S advisor, Educating Safely, will review all reports and send them to the HSE where necessary.
- 6.51.3 All Trust Schools will ensure that appropriate investigations are carried out.

**6.52 Risk Assessment**

- 6.52.1 The Trust is committed to ensuring that all risks that may cause injury or harm to staff and students are identified, assessed and controlled.
- 6.52.2 Reference to the Trust's Risk Management Strategy should be made for further information.
- 6.52.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made. Where reasonably foreseeable risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

**6.53 Security** (see also 6.1 Accident and Incident Reporting and Analysis, 6.21 Emergency Preparedness, Planning and Arrangements and 6.49 RIDDOR)

- 6.53.1 The Trust is committed to ensuring that all school site maintain effective security arrangement to safeguard staff, students, visitor and property.
- 6.53.2 All Trust Schools are responsible for implementing and monitoring appropriate physical, procedural, and technological security measures, including controlled access systems, secure boundaries, visitor management procedures, and the safe storage of valuable or hazardous materials.

- 6.53.3 All staff must follow school security procedures, including ensuring gates, doors, and access points are secured as required, challenging unauthorised persons where safe to do so, and reporting any concerns or breaches immediately.
- 6.53.4 Contractors and visitors must be managed through sign-in procedures and appropriate supervision.
- 6.53.5 All Trust Schools must complete regular security checks, maintain up-to-date risk assessments, and ensure that emergency arrangements consider security-related threats.

**6.54 Slips, Trips and Falls** (see also 6.1 Accident and Incident Reporting and Analysis and 6.49 RIDDOR)

- 6.54.1 All Trust Schools will carry out a Slips, Trips and Falls risk assessment to consider hazards caused by uneven surfaces, poor maintenance and housekeeping, wet floors, spillages, trailing leads, and ice or snow. Suitable and sufficient control measures and procedures should be implemented to mitigate all risks.

**6.55 Supervision**

- 6.55.1 All Trust Schools will ensure that pupils are provided with appropriate levels of supervision to maintain their safety and welfare during all school activities, including lessons, breaks, lunchtime, extracurricular activities, and educational visits.
- 6.55.2 Heads must ensure that supervision arrangements are informed by risk assessment, taking account of pupil age, needs, behaviour, activity type, and environmental factors.
- 6.55.3 Schools must ensure adequate staffing levels at all times and deploy staff effectively to cover all designated areas.
- 6.55.4 Staff responsible for supervision must understand their duties, maintain active oversight of students and intervene promptly where unsafe behaviour or conditions occur.

**6.56 Supporting Children with Medical Needs** (see also 6.2 Administering Medication and 6.25 First Aid)

- 6.56.1 All Trust School will ensure that a Supporting Children with Medical Needs Policy is in place that details the procedures for supporting medical needs and administering medication to students.

**6.57 Swimming Pools**

- 6.57.1 Trust Schools that operate swimming pools will ensure that robust arrangements are in place to safeguard students and staff.
- 6.57.2 All pools must be managed in accordance with relevant legislation and guidance including the HSE's Managing Health and Safety in Swimming Pools (HSG179).
- 6.57.3 Trust Schools are responsible for implementing safe operating procedures, including a written Normal Operating Procedure (NOP) and Emergency Action Plan (EAP), trained lifeguard or supervision arrangements, safe water testing and treatment, and clear rules for pool use.
- 6.57.4 Only competent, trained staff may supervise or teach swimming activities, and appropriate supervision ratios must be maintained at all times.
- 6.57.5 Pool plant, chemical systems, emergency equipment, and the pool environment must be inspected and maintained in line with statutory and manufacturer requirements. Accurate records of water quality tests, maintenance, staff training, and incident reporting must be kept.

#### **6.58 Traffic, Carparking and Pedestrian Movements**

- 6.58.1 All Trust Schools will carry out a Traffic risk assessment to consider the hazards associated with traffic and pedestrian movements both on their premises and in the immediately surrounding areas. Trust Schools will consider supervision, communication of arrangements with students and parents, signage, line marking, traffic calming measures and lighting and implement suitable and sufficient control measures.

#### **6.59 Theatrical Systems**

- 6.59.1 Trust Schools that contain theatrical staging, lighting and curtain systems will ensure these are properly managed and maintained.
- 6.59.2 Trust Schools will ensure that statutory annual testing and inspections are completed to all system using a competent contractor. Inspection reports and testing records will be retained by the school with all recommended remedial actions completed.

#### **6.60 Training, Induction and Competence**

- 6.60.1 All Trust Schools will ensure that all staff receive appropriate health and safety training, induction, and support to enable them to carry out their roles safely and competently. Heads must ensure that new staff, volunteers, and contractors receive a structured health and safety induction covering key policies, emergency procedures, safeguarding, incident reporting, and role-specific risks.

- 6.60.2 Heads are responsible for identifying health and safety training needs through risk assessment and ensuring that staff complete required statutory and role-specific training, including refresher training at appropriate intervals. Records of all training and competence assessments must be maintained and monitored.
- 6.60.3 The Trust will oversee compliance with training requirements, provide guidance on competency standards, and review arrangements regularly to ensure staff remain adequately trained, informed, and capable of fulfilling their health and safety responsibilities.

#### **6.61 Ventilation and Extraction Systems**

- 6.61.1 All Trust Schools that provide ventilation or extraction systems such as fume cupboards, dust extraction and kitchen extraction, will ensure these are maintained and inspected in accordance with relevant legislation and guidance.
- 6.61.2 Trust School will arrange for a competent and qualified contractor to formally inspect fume cupboards and dust extraction systems at least annually. Inspections will include a thorough examination of the system and a technical test of performance. Inspection records must be retained by the school with all remedial actions completed.

#### **6.62 Welfare Facilities**

- 6.62.1 All Trust Schools will ensure the provision of adequate welfare facilities to support the health, safety, and wellbeing of pupils, staff, and visitors. Schools must ensure that clean, accessible, and properly maintained welfare provisions are available at all times, including toilets, washing facilities, drinking water, changing areas, rest areas, and facilities for the safe preparation and consumption of food.
- 6.62.2 Welfare facilities must meet statutory requirements and be inspected regularly to ensure cleanliness, functionality, and adequate stock of essential supplies. Any defects or shortages must be reported promptly and remedied without delay. Schools must also provide suitable welfare arrangements for staff and pupils with additional needs, including accessible toilets, hygiene facilities, and medical rooms.
- 6.62.3 All Trust Schools will consider the allocation of appropriate facilities to staff, visitors and contractors and ensure these are segregated from the facilities used by students.

#### **6.63 Work Equipment**

- 6.63.1 All Trust Schools will ensure that all work equipment provided for use in schools is suitable, safe, properly maintained, and used only by competent staff in

accordance with statutory requirements, including the Provision and Use of Work Equipment Regulations (PUWER).]

- 6.63.2 Heads are responsible for ensuring that equipment is selected based on risk assessment, installed correctly, and maintained through planned inspections, servicing, and, where required, statutory examinations.
- 6.63.3 Staff must receive appropriate instruction and training before using any equipment and must follow all operating procedures, safety instructions, and manufacturer guidance. Defective, damaged, or unsafe equipment must be taken out of use immediately, reported to the appropriate person, and repaired or replaced promptly.

#### **6.64 Working at Height**

- 6.64.1 All Trust Schools will ensure that all work at height is planned, risk assessed, and carried out safely in accordance with the Work at Height Regulations.
- 6.64.2 Heads must ensure that work at height is avoided where reasonably practicable and that alternative methods are used whenever possible. Where work at height cannot be avoided, only trained and competent staff may undertake such tasks.
- 6.64.3 All Trust Schools must ensure that only suitable access equipment is used, such as approved step ladders, ladders, or mobile access towers, which must be inspected regularly and kept in good condition. Staff must follow safe systems of work, including ensuring that equipment is stable, positioned on level ground, and used in line with manufacturer instructions.
- 6.64.4 Improvised access methods, such as standing on chairs or desks, are strictly prohibited.
- 6.64.5 Any defects, unsafe practices, or concerns related to work at height must be reported immediately, and equipment found to be unsafe must be taken out of use.