HEALTH AND SAFETY POLICY

Policy was approved by Trustees on November 2025.

This policy will be reviewed:

- after any significant accidents, incidents or near misses;
- after any significant changes to the workplace, working practices or staffing
- after any form of HSE notice has been served
- at least annually

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1 Statement of Intent

1.1 Schoolsworks Academy Trust ("the Trust") will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation. The Trust recognises and accepts it has overall responsibility to protect the health, safety and welfare of staff, pupils and visitors to its sites, including contractors, temporary staff and members of the public. This includes its duty under the Terrorism (Protection of Premises) Act ('Martyn's Law') to take proportionate measures to improve public safety and reduce the risk of harm from terrorism at school sites.

1.2 The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

1.3 The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

1.4 The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour.

1.5 Together, we are committed to achieving the following objectives:

1.5.1 The provision and maintenance of a safe and healthy working environment for all.

1.5.2 To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them. (See also Staff Code of Conduct)

1.5.3 To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.

1.5.4 To have an effective system for communicating and consulting on health and safety matters.

1.5.5 To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.

1.5.6 To encourage, promote and continuously improve the Trust's health and safety performance.

1.5.7 To ensure that we protect the environment.

2 Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety

The Board of Trustees and Chief Executive Officer carry the key responsibilities for overseeing the management and administration of health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare

- Promoting and following this Health and Safety Policy
- Ensuring that health and safety objectives are met in accordance with the Trust's strategy
- Ensuring that sufficient resources are available to control the health and safety risks at all sites,
- Monitoring and reviewing health and safety procedures and practice

2.2 Day to day responsibility for ensuring this policy is put into practice

The Board of Trustees and Chief Executive Officer have assigned health and safety responsibilities. They have responsibility for ensuring that this policy is put into practice. They delegate day-to-day management by taking assurance from the Trust Operations Officer (TOO).

2.2.1 Trust Operations Officer

- The TOO, in conjunction with a professional third party service provides, carries out periodic health and safety audits within schools and gives assurance to the Board of Trustees on compliance
- The TOO will seek support and professional advice from external advisors as necessary.

2.2.2 School Community Council

The Headteacher (HT) and school Premises Manager, working in conjunction with the School Community Council Portfolio holder, are responsible for monitoring the management and administration of health and safety. The responsibilities of the School Community Council will include:

- Undertake a termly walk around of the school premises and grounds with Premises Manager / Officer to gain familiarity with the layout and to understand the short term and longer-term challenges of the site.
- To seek assurance for Health and Safety Policy compliance.
- To review the school's annual compliance assessment and to check that any issues identified as amber or red have been satisfactorily addressed, or that there is a plan to do so.

2.2.3 Headteachers

The Headteacher (which term hereinafter also refers to Heads of School) is responsible for day-to-day management of Health and Safety at each school (see Appendix A). The Headteacher may delegate functions and responsibility for health and safety matters to other members of staff as required. The delegation of certain duties does not relieve the Headteacher from the overall day-to-day responsibility for health and safety within their school. This includes by way of non-exhaustive examples the following responsibilities:

- To lead by example;
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site;
- arrange safe systems of work as identified by the risk assessments;
- Informing the TOO of any Health and Safety concerns that may arise;
- ensuring that all staff receive appropriate Health and Safety training;
- ensuring suitable emergency procedures are in place and all staff are equipped to deal with health and safety issues and emergencies, including actions in the event of a terrorism threat;

- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another;
- ensuring that regular practice fire drills are undertaken;
- ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.;
- ensuring accurate records are kept;
- ensuring that accidents are reported both internally and to external authorities as required and that accidents are investigated and remedial action taken;
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school;
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety;
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities;
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety;
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school;
- ensuring that premises and equipment are inspected and tested so that they are safe.

2.2.4 Premises Managers / Officers / Appointed Health & Safety Officers

These appointed Health & Safety Officers are responsible for:

- providing health and safety support and advice to the Senior Leadership Team and staff.
- undertaking periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose.
- on-site communication of health and safety matters with contractors that are appointed.
- representing the school with regards to any health and safety activity.
- leading by example;
- the practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation;
- ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities;
- The practical implementation of any physical security measures (e.g. lockdown hardware) and maintaining the school's entry/exit security integrity;
- obtaining and ensuring adherence to a safe system of work by competent employees and contractors;
- ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision;
- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary;

- making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable;
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures.

2.2.5 Employees and Volunteers

Volunteers have the same responsibilities for health and safety as any other employee and will be expected to be familiar with the Trust's health and safety policy and procedures.

Employees of the Trust, whether they are fixed term, contract, or permanent take the responsibility of:

- leading by example
- Take responsibility for their own health and safety and others who may be affected by their actions
- ensuring that they are familiar and up to date with the Trust's health and safety policy and comply with the Trust and school procedures at all times
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation, changes, developments or practice of which they are aware, which may lead to injury or ill health
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are aware of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations.
- ensuring that any equipment used is properly cared for, never abused, used in line with manufacturers guidance and in the proper working order. Any defects should be immediately reported to their line manager and that piece of equipment should not be used
- reporting all defects in condition of premises and any other Health and Safety concerns immediately to their headteacher
- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Take responsibility for good housekeeping in the area within which they work
- Report all accidents, incidents and dangerous occurrences in accordance with the school reporting procedure
- Follow the advice given in Health and Safety Training in order to control workplace risks
- make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons

2.2.6 Class Teachers and those with pupil responsibilities are, in addition, expected to:

- Lead by example
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- Give clear oral and written instructions and warnings to pupils when necessary

- Make recommendations to their headteacher regarding equipment and improvements to plant, tools, equipment or machinery in relation to their teaching areas
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to the school's reporting procedure

2.2.7 Pupils

While Trust staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the school site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the school behaviour policy.

2.2.8 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on school premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

2.3 Responsibility for ensuring health and safety standards are maintained and improved

2.3.1 Training

- Trustees, Executives and Headteachers, Senior Leaders are committed to involving employees at all levels in the maintenance of Health and Safety standards.
- Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.
- External Health and Safety Consultants will be used to provide professional health and safety advice if required

2.3.2 Monitoring, Reporting and Supervision

Monitoring and reporting are vital parts of a health and safety culture.

- The School Community Council Portfolio holder working closely in conjunction with the Headteacher (HT) and school Premises Manager is responsible for

monitoring the management and administration of health and safety. (See 2.2.2.)

- Any Health and Safety deficiencies will be dealt with swiftly and reported to the Board of Trustees via the CEO or TOO
- The Board of Trustees will ensure that:
  - effective planning, organisation, control, monitoring and review of preventive and protective measures are in place
  - appropriate weight is given to the consideration of both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
  - there are procedures to implement new and changed legal requirements and to consider other external developments and events;
  - sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
  - they receive assurance from, and challenge the TOO on matters of organisational health and safety compliance

3 Arrangements for Health and Safety

3.1 Risk Assessment

3.1.1 Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all staff carrying out risk assessments and recording and reporting risks are confident with doing so. The member of staff leading an activity, or who has responsibility for specific areas will complete any necessary risk assessments and present these to the Headteacher for consultation and approval. All Headteachers and school leaders approving risk assessments will complete risk assessment training.

3.1.2 It is the responsibility of all staff members to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. A risk assessment will be carried out where appropriate.

3.1.3 Risk assessments are recorded in writing and to be stored in a centrally located place in the school. They will be reviewed:

- At least every two years, on change or sooner if required
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

3.1.4 Staff members are to be made aware of any changes to risk assessments relating to their work and should be allowed the opportunity to contribute to the risk assessment process.

3.1.5 Specific personalised risk assessments relating to individuals, e.g. staff member or young person/pupil will be held on that persons file.

3.1.6 In accordance with the Management of Health and Safety at Work Regulations 1999, the school shall carry out risk assessments of all activities which may present a risk to its

employees and anyone else affected by its undertaking to include pupils, contractors, third parties and members of the public. The minimum the School must do is:

- Identify what could cause injury or illness (the hazard)
- Decide how likely it is that someone could be harmed (the risk)
- Take action to eliminate the hazard, if this is not possible then control the risk.

The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: **Risk assessment: Template and examples - HSE** Site specific risks at each school that require additional control measures are detailed in Appendix A.

3.1.7 Risk assessments are carried out in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

3.2 Training

3.2.1 Training requirements are discussed during induction, and may also be discussed during professional development reviews and one to one supervision.

3.2.2 Health and safety induction training will be provided for all new employees and for work experience placement students. A record confirming that induction training has been received and understood will be kept.

3.2.3 Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

3.2.4 Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date and enable all staff to perform their specific roles.

3.2.5 Health and Safety Management and Premises Management training is provided and records will be kept and maintained to ensure that knowledge and skills are up to date.

3.2.6 Schools will hold records of all health and safety training

3.2.7 Training needs will be identified, managed and monitored by the Headteacher

3.3 Workplace Safety

3.3.1 All schools within the Trust will take reasonable steps to ensure that the environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping all areas clean, tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing, footwear and good conduct will also be expected in school and both contribute to good health and safety practice.

3.3.2 Any defective equipment, furniture or other hazards around the Trust's sites that are noticed by any member of the Trust / community should be reported to the Headteacher, Premises Officer or another senior leader, as soon as practicable

3.3.3 It is recognised that some learning spaces will have more health and safety risks such as the equipment and substances being used in these lessons. These areas hold area-

specific risk assessments and arrangements, which are regularly reviewed and communicated to the relevant staff. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Display Screen Equipment (DSE)

- The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operates in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the academy:
    - Work areas are arranged to enable safe practices to be carried out
    - DSE users will have a risk assessment completed to ensure they are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time (daily for continuous periods of an hour or more). All schools will nominate a member of staff to carry these out.
    - DSE user risk assessments will be reviewed at least annually, or if there have been any significant changes to the workstation.
    - The Trust encourages that regular breaks are taken when working with DSE and that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.
    - A review of the original assessment must be undertaken as soon as practicable by the line manager where an employee complains of musculoskeletal or other health conditions that may be attributed to, or aggravated by, working with DSE.
    - For members of staff who qualify, the Trust can reimburse up to £16.50* towards the cost of an eye test. If the test shows that the user needs glasses specifically for DSE work, the Trust can reimburse the staff member a maximum of £44.00* towards the cost of a basic pair of frames and lenses. Staff must complete an eye test/glasses reimbursement form (along with receipt(s) and/or prescription) available from the school's Office Manager or the Trust's HR department. *Amounts stated above are correct at the time of review of this policy, these are subject to change.

Moving and Handling of Children and the Manual handling of Inanimate Loads

- The Trust operates in accordance with the Manual Handling Operations Regulations (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person, by hand or bodily force. In this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling). The Trust will provide information, instruction, and training for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling or moving and handling operations at work which involve a risk of injury.
- Where manual handling or moving and handling tasks are undertaken, the Headteacher will designate suitably competent staff to undertake risk

assessments of the activities. Measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable are identified from the information in the risk assessment and used to implement a safe system of work. The designated member of staff will ensure that staff working in these areas receive the necessary training and instruction.

- While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The Trust expects employees:

  - to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
  - to follow safe systems of work as determined by the result of the risk assessments
  - to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
  - to ensure that they use equipment as per manufacturer's instructions
  - to attend training sessions as required and apply the knowledge/skills to daily tasks
  - to report all accidents and incidents which have either caused or could have caused harm or injury
  - to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
  - to inform line management if they are unable to perform manual handling duties
  - to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
  - to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
  - to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
  - to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
  - to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

Machine maintenance

- The Trust operates all of its sites in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

  - suitable for use, and for the purpose and conditions in which it is used;
  - maintained in a safe condition for use so that people's health and safety is not at risk; and
  - inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could

be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

- The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

  - taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
  - takes appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

Slips and Trips

Slips and trips are the most common cause of injury at work. They can lead to both minor and major injuries. Schools can be busy environments with large numbers of people moving around at the same time.

- To prevent slip and trip incidents schools will:
  - Ensure suitable cleaning regimes are in place,
  - Ensure appropriate footwear is worn
  - Ensure there is appropriate lighting,
  - Ensure there is appropriate storage space

Work at Height

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Always work in accordance with the Trust's Working at Height Arrangements and local Roof Access Maps
- Assess the risks,
- Avoid work at height if possible,
- Only work at height on a ladder if they have received appropriate training
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get safely to and from where you need to work at height.

Ladders, step stools and other access equipment are kept on a ladder register by the school, regularly inspected, and maintained.

3.4 Fire Safety and Evacuation

3.4.1 In each school the designated trained person for fire safety is the Headteacher who designates day to day fire safety routines to the Premises Manager. All schools carry out whole school fire drills every term to ensure that staff and pupils are practised in evacuating the premises. These drills are monitored for effectiveness and records kept.

3.4.2 There are emergency exits located and signposted around all of the Trust's sites. Emergency procedures posters detailing what to do in the event of a fire are posted around the Trust's sites. All schools have an up to date emergency fire plan, which is communicated at least annually to all staff.

3.4.3 Schools will ensure there are no general fire hazards around each site, particularly near escape routes. Escape routes and fire doors are routinely checked to ensure that they are free from obstruction, and that there is access for fire fighters.

3.4.4 A competent assessor carries out a fire risk following a recognised standard at least every 3-5 years. For each building, the details are recorded and kept up to date by annual review (or in response to significant changes to premises or work arrangements).

3.4.5 There is suitable, sufficient fire-fighting equipment in school and it is maintained, and maintenance records are kept.

3.4.6 All fire safety equipment e.g. fire alarm, emergency lighting etc. is regularly checked, maintained and records are kept.

3.4.7 Personal Emergency Evacuation Plans (PEEP) are developed for those staff and/or pupils who may require additional assistance to evacuate the premises.

3.4.8 Emergency procedures should be followed in the event of an evacuation. In the event of a power cut, emergency exit lights will indicate where the emergency exits are.

3.4.9 The emergency fire plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices are also displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with the emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff)
- The need to co-operate or co-ordinate with other responsible persons that will be operating within the premises

3.5 Lockdown

All schools have a unique 'Lockdown' alert signal, that is distinct from the fire alarm evacuation signal, to alert staff to potential danger from an external threat. The procedure and actions are documented in the schools Incident Management Plan; Emergency and Business Continuity.

The school will ensure that all staff and applicable third party stakeholders are informed of the alert signal, are aware of their actions in the event of an incident and informed of the "Run, Hide, Tell" principles. All school event Risk Assessments must include consideration of Terrorism (Protection of Premises) Act 2025; Martyn's Law and actions, including any additional event specific alert signals and arrangements which must be communicated to staff and applicable third parties.

3.6 Accidents and near misses

3.6.1 In the event of an accident or near miss taking place either at one of the Trust sites, or off-site on a school-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should assess the injury as soon as possible.

3.6.2 Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

3.6.3 Pupils will only be sent home if there is a parent or guardian available to be there with them. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

3.6.4 Accident forms must be completed and stored for all accidents, major and minor.

3.6.5 Each school will have a nominated member of staff responsible for reporting accidents. All accidents and incidents to staff, visitors and contractors that result in a hospital visit are reported to WSCC using the online accident reporting system and to the CEO or TOO. Minor incidents and near-misses to pupils and staff are recorded locally and/or reported to the CEO or TOO as a reportable risk at the Headteacher's discretion. See the Schoolsworks separate *First Aid Policy* for further details on the procedures.

3.6.6 An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths.
- Specified injuries in respect of employees or pupils.
- Over-seven-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days).
- Specified dangerous occurrences (where something happens that does not result in an injury but could have done).
- Occupational diseases.
- Injuries resulting in hospital visits directly from the scene of the accident for treatment, in respect of pupils and employees who are injured out of or in connection with work activities (examinations and diagnostic tests do not constitute treatment in such circumstances).

3.6.7 Senior managers or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

3.6.8 Schools will assess accident forms on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

3.6.9 The Headteacher will monitor accidents and incidents in order to identify trends and report to the Board of Trustees via the TOO.

3.7 Building and site maintenance

3.7.1 The Headteacher is responsible for ensuring that the school premises are maintained so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole school community.

3.7.2 Each school will have an appointed staff member [generally Premises Officer / Manager] responsible for carrying out internal and external inspections of the premises at regular intervals, recording these inspections, and reporting any health and safety concerns that are identified to the Headteacher. This nominated person will also coordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

3.7.3 Where required the following records and management plans will be kept, updated and shared as necessary:

- Construction, Design and Management Health and Safety file
- LOLER (Lifting Operations and Lifting Equipment Regulations) records
- Machine / equipment testing and certificates - This includes portable electrical equipment testing.
- Play equipment servicing - All external and internal play or physical education (P.E.) equipment is serviced annually. P.E. equipment is checked prior to every use by the teaching staff and any defects are reported immediately to the Headteacher. Teachers on playground duty regularly monitor external play equipment and defects are reported immediately to the Headteacher of each school. Faulty equipment is immediately decommissioned.
- Gas Safety certificates - The School ensures that the gas boilers and other gas appliances are serviced and maintained regularly, and in accordance with statutory regulations.
- Electrical Safety certificates - A 5-yearly check of the fixed electrical installations are completed and records kept.
- Glazing - Each school holds an up to date Glazing Survey and regularly monitors glazing as part of premises inspections.
- RAAC (Reinforced Autoclaved Aerated Concrete) – All schools have been inspected for the presence of RAAC in 2024 and deemed clear of it.

3.8 Legionella

3.8.1 Legionella is a type of bacteria that's spread through contaminated water droplets which can cause severe, potentially fatal pneumonia known as Legionnaires' disease when inhaled through contaminated water aerosols. It is usually spread in areas of warm, stagnant water.

3.8.2 The Academy Head Teacher of each academy is the Duty Holder and must attend a legionella control and awareness course. They are responsible for adequately managing legionella risk.

3.8.3 In every school there is a trained member of staff nominated by the Headteacher, normally the Premises Manager, who is responsible for monitoring and recording water routines to reduce the risk of legionella arising on the school site. Records of these checks will be held in a water log book. The water log book will include a record of defects and subsequent actions to resolve the defect, including those carried out by third party contractors. Records should be kept during and for at least two years after the relevant period.

3.8.4 A water risk assessment is carried out by an accredited company every 2 years. The Premises Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the academy's water log book.

3.8.5 This risk assessment will be reviewed every 2 years and when significant changes occur to the water system. The risks from legionella are mitigated by various methods including temperature checks, heating of water and disinfection of showers.

3.9 Asbestos

3.9.1 Asbestos is the common name for naturally occurring fibrous minerals which were used as building materials in the United Kingdom from the 1950s through to 2000. When asbestos is in good condition, it does not pose any significant health risks. The danger arises when asbestos is disturbed or damaged.

3.9.2 The Headteacher of each academy is the Duty Holder and must be suitably trained to fulfill their responsibility to adequately manage asbestos risk.

3.9.3 The Trust holds an *Asbestos Management Procedure* and each school holds an Asbestos Management Plan together with a register of asbestos locations. Staff are made aware of their duty of care with asbestos, the location of asbestos in their school and the procedures to follow if discovering disturbed asbestos.

3.10 Lone Workers

3.10.1 Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place. Lone workers must be medically fit to do so. There will be some situations where staff at a school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

3.10.2 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

3.10.3 The Headteacher is responsible for risk assessing and producing lone working procedures, however as a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.

- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site. Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

3.10.4 Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry a charged mobile phone at all times
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Emergency member of staff with access details to the school to be made aware of lone working
- Staff to check in at regular intervals with nominated contact
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

3.11 Unacceptable lone worker activities

3.11.1 The following activities **are not** to be carried out by lone workers under any circumstances:

- **Working at height**
- **Manual handling of heavy or bulky items**
- **Transport of injured persons.**

3.11.2 Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

3.11.3 **It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.**

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.

- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names, dates and times etc.
-

3.12 Violence in the workplace

3.12.1 The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

3.12.2 The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.review

3.13 Vehicle and pedestrian segregation

3.13.1 Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

3.13.2 Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is reduced and managed.

3.13.3 Where bus operators are required to collect / drop off children, schools will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

3.13.4 Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day.

3.14 Emergency procedures

3.14.1 Each school has an Emergency Plan, personalised from the Trust Emergency Plan template, which details procedures and arrangements to be used in the event of an emergency. These are available on each school's website.

3.14.2 Staff are trained in the procedures and appropriate actions contained within the emergency plan.

3.14.3 The school's emergency plan is regularly monitored and reviewed by the Headteacher.

3.14.4 There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

3.14.5 It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

3.15 Control of Substances Hazardous to Health

3.15.1 There are areas in each school/Trust site where hazardous substances will be used. All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff members and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work. Each school will have a nominated member of staff responsible for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

3.16 Occupational Health / Welfare

3.16.1 The Board of Trustees and the School Community Council considers the health and wellbeing of all its staff and pupils of paramount importance and seek to promote a satisfactory work/life balance amongst their staff. The Trust acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

3.16.2 The Headteacher is constantly monitoring staff workload and every effort is made to make effective changes when necessary.

3.16.3 We urge any staff member who is experiencing stress at work or at home to talk to their manager or a member of the senior management team, and the Trust will do everything that it can to support them using internal and external agencies as necessary. Please refer to the Schoolsworks *Managing Stress and Promoting Wellbeing At Work* policy, or www.healthassured.org.

3.16.4 We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

3.16.5 Any staff member who becomes pregnant must inform their Headteacher and an appropriate risk assessment will be undertaken. The school recognises the changing nature of pregnancy and will regularly review the risk assessment and make any necessary adjustments to working conditions to ensure that working at the school will not pose any risk to the mother or their unborn child.

3.16.6 The Trust is committed to identifying vulnerable children and staff, developing school based prevention programmes, and strengthening cooperation with mental health services, children and parents. The Trust Wellbeing Statement, Managing Stress and Promoting Positive Mental Health, aims to contribute to the prevention of suicide with coping skills, social inclusion and a safe school environment which could function as protective factors for suicidal behaviour.The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our schools.

3.17 Off-site visits

3.17.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. All off-site activities and visits are risk assessed. Before any activity is allowed to take place the Headteacher will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- all overnight stay or overseas travel visits are assessed, and submitted these to the LA via the EVOLVE online platform [See 3.13.2]
- a sufficient level of insurance is in place
- the group leader reports back after the visit.

3.17.2 Each school will have a member of staff nominated as the school's Educational Visit Coordinator (EVC). Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding

3.17.3 All schools must record their risk assessments and visits on Evolve.

3.17.4 If the school has a minibus, it must be checked prior to use by the member of staff nominated by the Headteacher and records of these checks must be kept. It must be maintained and serviced in accordance with the law and records kept. Procedures are in place in the event of an emergency involving the minibus, which are regularly reviewed, updated and communicated to staff. See *Schoolsworks Driving Policy*.

3.18 Selecting and managing contractors

3.18.1 It is vital that any company or persons invited into any of the Trust's sites under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

3.18.2 The responsibility to select a contractor is dependent on the scale and value of the project. This lies with the Executive, TOO, headteacher in consultation with the Premises Officer / Manager and support from a professional third party service provider. Management of contractors on-site is the responsibility of the headteacher and Premises Officer / Manager.

3.18.3 When engaging a contractor the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,

- memberships of professional trade bodies
- risk assessment and safety method statement

3.18.4 The staff member who is responsible for the management of contractors will coordinate with any contractor and ensure that they receive an induction to the school site and have information about the site available to them. This includes, but is not limited to, the asbestos management plan, emergency procedures, location of welfare facilities and safeguarding awareness etc.

3.18.5 All contractors working on site must also be made aware of the location of asbestos and sign the asbestos register.

3.19 Site security and visitors

3.19.1 School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

3.19.2 To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site,
- Have designated key holders
- Engage the services of an alarm monitoring company

3.20 Medicines

3.20.1 Pupils will have individual medical plans if it is the case that there is allergy medication or other prescription medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed annually or earlier if evidence is presented that the child's needs have changed.

3.20.2 A record of any medication will be kept and any medicine administered in school will be recorded.

3.20.3 Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

3.20.4 Each school will have a lead for the administration of medicines, and will consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. For full details of the procedures followed by all schools, please refer to our separate policy on *Medicines and Supporting Children with Medical Conditions*

Cathy Williams, Chief Executive Officer
May 2026

3.21 Appendix A

Duty Holder at Rose Green Junior School

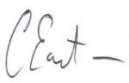
Schoolsworks Academy Trust has overall responsibility to protect the health, safety and welfare of staff, pupils and visitors to its sites, including contractors, temporary staff and members of the public. The Board of Trustees and Chief Executive Officer have assigned health and safety responsibilities and delegate day to day management of Health and Safety at each school to the Headteacher.

The Headteacher is the duty holder at this school for the management of Health and Safety including:

- the safe management of Asbestos
- the control of Legionella
- fire safety
- risk management

In accordance with section 3.1.6 the school carries out risk assessments of all activities which may present a risk to its employees and anyone else affected by its undertaking. Areas of high risk at this school and the mitigation in place to keep people safe are detailed below:

Risk	Mitigation
Adventure Trail & Outdoor Equipment	Restricted access only at set times of the day. Adult supervision in place. Restricted number of children. Children taught how to use the equipment safely in their PE lessons at the beginning of each year. Regular safety checks.
Stage	Restricted access, only with adult supervision. Children taught to use the stage safely, including use of the steps.

Head Teacher (Duty Holder) Name	Mrs Cathryn Easton
Date	1st September 2026
Signature	

Version	2.1
Date last reviewed	May 2026
Date of next review	May 2027
Review cycle	Annual
Summary of change at last review	Addition of paragraphs on Lockdown, Legionella, and references to Working At Height.