



Health and Safety Policy

May 2026

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1. Statement of intent

The Trust recognises that under the Health and Safety at Work Act 1974, the management of Health and Safety regulations 1999, and all other related Acts, Orders and Regulation, that it has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities.

The Trust Board has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using Trust's premises or participating in Trust activities.

The Trust aims to provide a safe and healthy working and learning environment for staff, pupils, and visitors.

In pursuit of this, we seek to ensure, as far as is reasonably practicable:

- The provision and maintenance of safe workplaces and safe systems of work.
- A clear definition of responsibilities of employees at all levels.
- The provision of appropriate information, instruction, training, and supervision.
- The provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety.
- To develop safety awareness, by appropriate training, if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

At Forge Brook Trust health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our health and safety commitments.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Pupils and visitors are expected to follow our rules and procedures. The Trust Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

The effectiveness of this policy will be regularly monitored to ensure that the Health and Safety arrangements are being implemented and that the responsible people identified within the policy are carrying out their duties correctly. The policy will be reviewed annually and revised where necessary.

2. Responsibilities

2.1 Employer's Responsibilities

The Trustees are responsible for:

- all aspects of health and safety of employees, pupils and other persons within the Trust (under sections 2 and 3 of the Health and Safety at Work Act 1974).

- ensuring that the Trust health and safety policy is implemented monitored and regularly reviewed and revised, as necessary.
- monitoring the (health and safety) need for building maintenance in the schools in the Trust and implementing repairs, as necessary.
- monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the schools in the Trust and ensuring that such equipment can be used safely in the normal running of the schools.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- appointing competent principal contractors where building or plant maintenance work is done.
- appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015.
- ensuring that sufficient funds are reserved for meeting their responsibilities for health and safety, in particular for the maintenance of those items of premises and equipment.
- ensuring that health and safety rules concerning the use of premises and equipment are displayed at appropriate locations in the schools in the Trust and are enforced.
- the adoption of safe working practices by staff, pupils, and any contractors on site.

2.2 Chief Executive Officer's (CEO) and headteachers' responsibilities

The CEO is responsible for:

- advising the Trust Board of the need to review the Trust's health and safety policy.

2.3 Estates Manager

The Estates Manager is responsible for:

- Establishing a system for the maintenance of the MAT assets – both building and plant – including premises compliance checks across the MAT;
- Devising, reviewing and communicating the MAT's contractor management policy;
- Implementing the contractor management guidance and ensuring systems are in place for implementing the policy;
- Ensuring all accidents, incidents and near misses are investigated and reported to the CEO;
- Facilitate external health and safety audits;
- Implement an internal health and safety auditing/inspection program to ensure premise compliance;
- Implement an external health and safety audit program to ensure premises compliance;
- Facilitate with our external health and safety advisor (Elite Safety in Education) regarding termly premises inspections within all academies within the MAT and provide the reports to the CEO;
- Support with authorised relevant risk assessments within the premises team;
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible;
- Establish a contractor procurement system that ensures contractors are competent to carry out their duties and carry out and record contractor inductions

- To manage the financial arrangements to the School Capital funding Allocation across the Trust to ensure it is used effectively to manage health and safety and compliance within the schools in the Trust.

2.4 The Headteacher of each school

In association with the Estates Manager, the Headteachers across our schools are responsible for:

- the implementation of the Trust's health and safety policy and the school's own Local Health and Safety arrangements.
- the day-to-day responsibility for health and safety in the school.
- ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- ensuring that staff receive appropriate health and safety training.
- carrying out an annual health and safety audit.
- ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- notifying either the HSE or the Elite Health and Safety Advisor of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- emergency procedures, including evacuation in case of fire, bomb or any other emergency threats.
- ensuring that adequate provision is made for the administration of First Aid.
- ensuring that all legislative updates or new requirements are brought to the attention of any relevant persons promptly.
- facilitating the meeting of a school safety committee, if it is requested by two or more staff or approved trade union safety representatives, and for attending such meetings.
- consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- bringing to the notice of the Estates Manager any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to staff only or named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other staff

Other staff are responsible for:

- ensuring that they are familiar with and comply with the Trust's health and safety policy and the school policy.
- reporting any defects or problems affecting the health and safety of themselves, other staff or any other person, through their headteacher.
- co-operating with their employer (Trust Board) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The relevant site/premises manager

The relevant site/premises manager is responsible for:

- ensuring that they are familiar with and comply with the Trust's health and safety policy and their own health and safety local arrangements.
- bringing the Trust's health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- ensuring that any staff under their direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- ensuring that due warning is given to any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- informing the relevant Headteacher and the Estates Manager of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- the safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

2.7 The first aider/appointed persons

First aider/appointed persons are responsible for:

- recording of accident/incidents requiring first aid treatment.
- maintaining the first aid box(es).
- controlling and maintaining any other first aid supplies as may be kept separately.

2.8 The catering / kitchen manager

The catering / kitchen manager is responsible for:

- ensuring that they are familiar with and comply with the Trust's health and safety policy.
- ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. The Arrangements

3.1 Access, Housekeeping, Cleaning & Waste disposal

The Trust will endeavour to ensure that the following are implemented, and they are adequate to ensure health and safety standards are met:

- the site teams and cleaners are responsible for ensuring that the premises are kept clean and that bins are regularly emptied.
- the cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken. Spills are reported to reception, and the site teams are responsible for clearing spills etc. to minimise risks of slips, trips, and falls.
- the site teams are responsible for disposing of glass and other sharp objects in correct containers.
- the site teams are responsible for snow shifting and icy conditions.
- the site teams are responsible for clearing leaves off pathways with machinery or brushes.
- the site teams are responsible for storing the waste bins in the appropriate places.
- lighting tubes are stored on site in bespoke containers for collection. Waste Electric and Electronic Equipment (WEEE) regulations are adhered to.

3.2 Accident reporting, recording and investigation.

- All reportable accidents (those involving assault by another person, fractures, injuries requiring medical or hospital treatment, head injuries giving rise to concern i.e. concussion or unconsciousness and any accident resulting from the use of faulty equipment) must be reported in the first instance to the Headteacher who will inform the Estates Manager. The Estates Manager will ensure, by supporting the relevant member of the school's admin team, that the information is recorded via the HSE website. It will also be noted on the relevant school accident forms.
- All minor accidents must be recorded in the appropriate school's own minor accident form/safeguard system. Where necessary, parents/carers or other persons must be notified of the accident.
- If the accident is serious, immediate action must be taken by the relevant site/premises manager to ensure the location of the accident is still safe to use. They must then make the Estates Manager aware. The Estates Manager will then decide who is responsible for investigating following the accident. Necessary action must be taken and where details recorded for an accident investigation. If members of the public are involved, names and addresses must be taken (including any witnesses).

- Accident reports and investigation records must be shared with the relevant Headteacher. They must be kept for 3 years if the accident involved a member of staff or if the accident involved a pupil until they reach the age of 21.

3.3 Contractors (management of)

The relevant site manager is:

- the first person for contractors to contact if they have any concerns to report.
- the first person for staff to contact if they have any concerns about the contractors.
- the appointed responsible person to manage the contractors.
- responsible for how contractors are selected using best value principles and checking appropriate qualifications and insurance.
- responsible for co-ordinating the arrangements for induction of contractors to exchange information and agree safe working arrangements. Through site regulations, contractor register, and asbestos register held in reception and pre-contract meetings,
- responsible for ensuring the adequate segregation of contractors and pupils. This is achieved by the area being closed to pupils and the contractors being authorised to work in the area required. The Estates Manager is responsible for checking method statements and relevant risk assessments.
- responsible for ensuring that there is provision for adequate day to day communication between the schools in the Trust and contractors through precontract meetings.
- responsible for ensuring adequate provision of facilities for contractors.

3.4 Contractors (management of asbestos)

- The Asbestos Register is shown to all contractors prior to work commencing, and contractors are asked to sign the register to acknowledge the register that they have read and understood where ACMs may be present.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e., putting up shelving.
- Only qualified licensed asbestos contractors can work with asbestos.

3.5 Contractors and Visitors on Site

- All contractors must sign in and out at the school reception and always wear a visitor ID badge. This includes holiday periods.
- They must be informed by the relevant site/premises manager of any relevant health and safety issues (e.g., location of asbestos, fire procedures, first aid information etc.)
- They must inform the relevant site/premises manager of any health and safety issues they see during their visit.
- The contractors/visitors must inform the relevant site/premises manager of any accidents to their team whilst on site. All details will be recorded on the school's accident reporting system and a copy of the accident report must be made available to the injured party upon request.

3.6 Control of substances hazardous to health (COSHH)

- The rules on selection and use of substances (e.g., less hazardous alternative substances purchased) are used wherever possible.
- The COSHH file is maintained by the relevant site/premises manager and is available on request.

- Only COSHH items bought from an approved contractor are acceptable.
- All COSHH materials have a safety data sheet.
- There is a requirement to carry out risk assessments for tasks which have a hazard symbol as per the COSHH Regulations 2002.
- Budget holders whose departments use/purchase COSHH products are responsible for safe storage of the items.
- Staff are made aware of how to identify COSHH materials during the induction process and subsequently in departmental meetings.
- Instructions are also given for labelling decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment are provided at induction and periodically throughout the year by departments and free of charge.
- Safe storage and transportation of hazardous substances must always be adhered to.
- The relevant site/premises manager has information on emergency procedures for cleaning spillages/escape, including emergency evacuation procedures and is available on request.
- The relevant site/premises manager will advise on the disposal procedures for waste, unwanted or spilt substances.

Dangerous Substances and Explosive Atmospheres

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.

In order to control the risks associated with these substances Schools must establish what dangerous substances are in the school and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken. Where dangerous substances are identified schools must:

- Put control measures in place to remove the risks, where this is not possible, control them effectively.
- Put controls in place to reduce the effects of any incidents involving dangerous substances.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
- Ensure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

It is likely that a number of dangerous substances may be present in schools, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff must be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/ cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.

Many schools will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Schools are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

3.7 Defect reporting procedures

- Staff will report defects via their reporting defects/ issues system.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed by the site manager of the object will be removed if moveable.
- The relevant site/premises manager will monitor that the defect has been rectified.

3.8 Display screen equipment (DSE)

- All staff who are classed as DSE "users" are able to access training in their use. This will be undertaken by all relevant staff as part of their induction.
- DSE self-assessments for all staff members using display screen equipment including laptops will be completed and reviewed at least every 3 years or sooner if changes to equipment or location occur. Self-assessment forms and any DSE concerns must be reported to the Head of Digital Services.
- Site staff will ensure that all DSE equipment is kept clean.

3.9 Electricity at work

- The hardwired electrical installation is checked every 5 years by an approved electrical contractor or 20% of the system can be checked every year over the five-year period.
- The relevant site/premises manager is responsible for ensuring the hardwiring checks are carried out.
- Portable Appliance Testing (PAT) including microwave leakage testing is carried out annually.
- A hirer must not use their own equipment unless proof of PAT testing is submitted to the relevant site/premises manager.
- The PAT registers are available on request from the relevant site/premises manager.
- All defective equipment must be removed until repaired or replaced.
- Defective equipment must be reported to the relevant site/premises manager immediately.

3.10 Fire Precautions and Emergency Plans

- The Estates Manager is responsible for undertaking and reviewing the fire risk assessment emergency plans and lockdown procedures (including bomb threats/ explosion/ floods/ intruders/ dogs in playground etc.)
- The Estates Manager is responsible for reviewing the Business Continuity Plan along with the relevant Headteacher.
- The Estates Manager is responsible for arrangements for the termly emergency evacuation drills in all schools. Emergency evacuation fire drills must be conducted at least once per term. Drills must incorporate "what-if" scenarios (e.g., simulating a blocked main exit route, unannounced timings, or unaccounted-for persons) to ensure staff and pupils can adapt to unexpected obstacles during an evacuation.
- The relevant site/premises manager is responsible for inspection and maintenance of fire exits/escape routes.
- The relevant site/premises manager is responsible for checking and updating the fire evacuation notices.
- The relevant site/premises manager is responsible for regular inspections and maintenance of fire extinguishers with inspections being carried out on an annual basis.

- All staff must receive an electronic copy of the induction pack on their first day. This must at least include a site map and a copy of both the Trust and school-specific Health & Safety Policies (if relevant).
- The relevant site/premises manager is responsible for calling the emergency services and coordinating the evacuation together with the Headteacher and site team.
- All marshals must wear a high visibility jacket.
- The designated officers are responsible for ensuring all registers are checked.
- The relevant site/premises manager is responsible for the weekly testing of fire alarms and monthly testing of emergency lighting. Written records of all weekly alarm tests must be kept and made available on request.
- The relevant site/premises manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly). Records are kept and are available on request.
- Outside approved contractors are responsible for carrying out the six-monthly inspections and maintenance of the systems under the supervision of the relevant site/premises manager.
- Liaison arrangements with other parties who may be affected e.g., hirers, shared occupancy etc. or whose help may be required e.g., emergency services, local authority emergency planning department etc. is carried out by the relevant site/premises manager.

3.11 First Aid and Medication First Aid

Please refer to the 'Administration of Medicine' policy and protocols.

- The first aider details are shared with all school staff regularly
- All schools ensure they have First Aiders at work and paediatric first aid trained staff across the school are fully qualified.
- The Headteacher is responsible for checking when staff require refresher training.
- The first aid kits are kept in all high-risk areas such as the kitchen and are available in several locations across all our schools.
- The first aider on duty must direct the ambulance onto site. Either the first aider or the member of staff who was at the incident must accompany the 'patient' to hospital (if the parents/carers are not available).
- Succession planning is always monitored by the Estates Manager to always ensure first aid cover.

Medication: Please refer to the 'Administration of Medicine' policy and protocols

3.12 Health and Safety Advice

The Trust has obtained competent health and safety advice via Elite Safety in Education, who audit our schools termly.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, Directors and visitors as follows:

Employees

- Staff are informed about all the existing information held on the site via their individual school's staff handbook, specific risk assessments and induction.

- All staff sign to state they have received, read, and understood the staff handbook, specific risk assessments and the induction. This information is available for all staff to access as and when required.
- Health and safety information is included in the staff handbook, and this is updated annually.

Pupils

Headteachers are to ensure that pupils are made aware of existing and new health and safety information via lessons/assemblies.

Visitors / contractors

- The relevant site/premises manager ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any asbestos on site).
- The information is disseminated verbally and via information held at reception.

Trustees

The Estates Manager will ensure that Trustees are informed of any existing and new health and safety information via the Audit and Risk Committee.

Trade unions

The Estates Manager will ensure that any on-site trade union health and safety representatives are informed of new health and safety information.

3.14 Lettings / shared use of premises / extended services

- The relevant site/premises manager is responsible for discussing and agreeing health and safety arrangements supported by the Estates Manager.
- A written lettings agreement / policy is in place, signed by the hirer. The Headteacher of the school agreeing to the letting holds a copy. The Headteacher will discuss the following with the hirer:
 - restrictions on the use of equipment;
 - what staffing the organisation requires;
 - the school's first aid provision;
 - fire and emergency arrangements;
 - standard operating procedures;
 - emergency lighting availability;
 - who is responsible for checking risk assessments.
 - that they are responsible for their own security arrangements.
 - that they are responsible for their own insurance cover (although the Trust holds its own public liability cover to which a small recharge will be made to the hirer if needed).

Hirers must take into account security measures and not leave any external doors open which could be easily accessed by intruders coming onto site.

All external doors leading to outside must be kept shut and not be able to be opened from the outside. Verification of any visitors not expected must be made prior to opening external doors.

3.15 Lone working and Personal Safety

- The Headteacher must share the school's lone working risk assessment (available via Elite Safety in Education) with all relevant staff prior to lone working occurring.
- All staff must refer to the school's lone working risk assessment before undertaking lone working.
- Training is given to staff who are expected to work alone.
- Personal safety awareness information is provided/discussed with staff at induction and when required.
- Safe working practices/rules for staff who work alone are enforced at the Trust.
- The relevant site/premises manager must be aware of any staff who are lone working.
- Risk assessments carried out and shared with staff.

3.16 Maintenance/Inspection of equipment

- Details of which equipment requires periodic inspection, examination & testing are held by the Estates Manager on an electronic dashboard managed by the relevant site/premises manager at each school and are available on request.
- The information kept details the type of, and frequency of, these checks.
- Where applicable, specialist outside contractors carry out the checks – e.g., ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers etc.

3.17 Manual handling

- The relevant site/premises manager will carry out individual risk assessments where needed to identify precautions to minimise manual handling tasks.
- Training / awareness training is delivered online to the relevant staff members.
- Guidelines for specific tasks e.g., use of lifting aids are held in the relevant site office including on-site risk assessments.

3.18 Minibuses/Vans

- Minibus guidelines are held by the relevant site/premises manager and are detailed within specific risk assessments and are available on request.
- Before any minibus or van may be taken out, the driver must complete a mandatory briefing session covering vehicle operation must be completed.
- All drivers must successfully complete MIDAS (Minibus Driver Awareness Scheme) training before operating a trust minibus.
- Drivers must be re-tested at least every four years.
- If a member of staff passed their category B (car) driving test before 01/01/97 they can drive the school minibus as these licenses automatically include category D1 entitlement. If a member of staff passed their category B driving test on or after 01/01/97 they may drive the minibus provided:
 - The member of staff is over 21 and has held a category B license for at least 2 years; and
 - The maximum unladen weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers).
- All staff must follow the drivers and tachograph rules for road passenger vehicles in the UK and Europe (PSV375), which is available from www.vosa.gov.uk.

- Should the minibus break down or be involved in an accident, the person detailed on the risk assessment must be contacted. If there has been an accident the person detailed in the risk assessment must be contacted after the emergency services have been notified. Guidance is available to all staff in case of an accident.
- There must be adequate first aid and fire extinguisher provision contained within the minibus.
- The relevant site/premises manager holds and maintains the documentation on all minibuses/vans. They ensure that the minibuses/vans will be serviced at regular intervals and the MOTs carried out annually by an approved garage.
- All drivers must carry out pre visual checks before driving the minibus and record that this has been done in the records kept in the minibus.

3.19 Monitoring Arrangements

The Health and Safety inspections will be carried out by Elite Safety in Education co-ordinated by the Estates Manager.

Our Trustees will ensure that regular reports of accidents and dangerous occurrences are provided by the relevant Headteacher within the Trust and that any necessary alterations to working practices and procedures are implemented.

Our Trustees recognise the importance of monitoring health and safety matters. Monitoring will be carried out by the Audit and Risk Committee, who will receive termly from the Estates Manager:

- results of internal or external health and safety inspections
- accidents/incidents
- maintenance reports
- complaints, hazards, and defects reports
- reviews of any procedures carried out by the Headteachers and Estates Manager

3.20 Noise at Work

We realise that to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, it is the responsibility of the relevant site/premises manager to ensure that noise levels are included in all contractors' risk assessments. Control measures are put in place to reduce the noise levels as far as reasonably practicable. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level remains above 80dB hearing protection will be supplied to employees working in these areas.

3.21 Offsite and Educational Visits

- Each school will have their own Educational Visits Policy (based on MAT template).
- The EVC in each school will monitor and advise on all aspects of trips/visits with the support of external contractors via an SLA.
- Approval of activities and visits is the responsibility of the relevant Headteacher once the party leader and EVC have completed the necessary arrangements and checks.
- When planning a school trip, there may be a need for pre-site visits.
- The trip leader will carry out risk assessments, before activities take place.

- Emergency arrangements, parental authorisation, supervision requirements and first aid provision documents must be kept by the trip leader.
- The Trust will ensure that there is adequate insurance in place.

3.22 PE equipment

- A suitably qualified provider annually inspects all PE equipment.
- Pre-use visual checks are made and recorded by the site manager. The checks are incorporated into the risk assessments.
- The Association for Physical Education (AfPE) guidance on safe use of the equipment is followed/adopted (published 2012).

3.23 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessments.
- The equipment will be selected by the appropriate line manager in consultation with the relevant members of staff.

3.24 Risk Assessments

- The Trust must undertake risk assessments for all activities which present significant foreseeable hazards (a specific requirement of Regulation 3 in 'The management of health and safety at work regulations' 1999).
- Elite Safety in Education will provide generic risk assessments with schools responsible for ensuring they have been made specific to their school where required.
- The Headteacher of each school is responsible for ensuring risk assessments are undertaken.
- The risk assessor must sign all risk assessments and date it as well as the responsible person.
- There must be arrangements in place for undertaking special risk assessments (such as new and expectant mothers or care plans for those who have health problems). Expectant mothers are encouraged to report this as soon as possible and a revised risk assessment will be carried out each trimester.
- There must be periodic review of risk assessments, e.g., annually as a minimum.
- Copies of all risk assessments are available to staff at each school.
- All risk assessments are shared with the relevant staff they affect.
- Staff must sign and date to confirm that they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit must be risk assessed.

3.25 Smoking

All schools in the Trust are no smoking/vaping sites.

3.26 Sports pitches / playing fields.

- The site teams are responsible for maintenance of the sports pitches and playing fields.
- The site teams will carry out daily visual inspections at their relevant school and site manager at each school will carry out a visual inspection of area prior to lesson beginning.

3.27 Staff Consultation

- Health and Safety is discussed, at least termly, at our Audit and Risk Committee meetings.
- Staff can raise issues of concern and make suggestions for health and safety improvements via their Headteacher.
- The Estates Manager will be responsible for informing and consulting “in good time” with trade union health and safety representatives on:
 - introduction of any measures (work equipment, processes, or organisation) which may affect the health and safety of employees on site.
 - appointment of competent people on site who will comply with health and safety requirements.
 - risks to employees’ health and safety and preventative measures.
 - planning and organising of health and safety training.
 - introduction of modern technology and health and safety consequences.
- The Trade Union health and safety information is displayed along with safety representative information in the relevant site staff room.
- The health and safety law posters are situated in the reception areas and the staff room.

3.28 Training and Development related to Health and Safety

- The relevant site/premises manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g., use of hazardous substances, manual handling, work at height).
- The relevant member of the senior leadership team (as determined by the Headteacher) is responsible for new staff inductions and briefings.
- The Estates Manager is responsible for establishing minimum health and safety competencies for certain roles (e.g., relevant site/premises manager, head of department etc.).
- The training records are recorded on the relevant school’s information management system.
- The Estates Manager is responsible for ensuring staff undertake refresher training.

3.29 Tree Management

Tree Risk Assessment – Carried out by a qualified arboriculturalist

- Assess target(s) that may be vulnerable (e.g playgrounds, neighbouring premises, buildings)
- Assign target zones to target areas as appropriate
- Determine tree inspection type and priority
- Assess trees for hazard (identify trees needing more detailed inspection)
- Make tree risk assessment (assess the probability that a hazard may result in harm)
- Assign risk categories to trees and prioritise management
- Implement management system including remedial action, monitoring and inspection regime.

Any regime that simply involves treating tree stock as a whole, essentially a “one size fits all” inspection policy with no regard to specific risk is likely to be considered insufficient.

The school will ensure:

- Good record keeping of inspection reports for each tree, and evidence of taking-into-account advice given and implementation of recommendations.

- Incorporate tree management into our school health and safety management / improvement plans and associated grounds inspection records.

Caretaker/Site Manager will:

- Carry out regular monitoring inspections of all trees identified in the inspection report and document.
- Carry out additional monitoring inspections when adverse weather conditions have occurred and document and make safe any areas of concern.

3.30 Vehicles on Site/car park arrangements

The relevant site/premises manager is responsible for management of vehicles on site as follows:

- Restriction on vehicle movement at certain times.
- Segregation of large vehicles from pedestrian areas.
- Restrictions on reversing vehicles.
- Special arrangements for deliveries.

All the above must be detailed in the appropriate risk assessment.

3.31 Violence to Staff / School Security

- The relevant site/premises manager is responsible for maintaining site security (e.g., keeping doors shut, controlling visitor access, signing arrangements).
- There is a requirement for all staff to report all incidents of verbal & physical violence.
- Risk assessments must be carried out for hazardous circumstances.

3.32 Wall and Free-Standing Audio-Visual Devices in Schools

Schools are required to carry out some checks to assure themselves that the fixings and method of installation are secure for all similar audio visuals/screen installations.

Actions to be taken:

- Check that you have the manufacturer's product and installation information for all interactive whiteboard/audio visual/media screens installed in your school. (This information must be provided by the installer and include manufacturer information and guidelines on fitting and any manufacturer advised regimes for servicing and inspection)
- Check that this equipment has been installed in accordance with the manufacturer's instructions. e.g. suitable for the location in which they are fitted and have the correct fittings such as riser bars/wall battening (as specified in the installation information). If you have no information on installation methods and if it meets manufacturer's recommendations, please contact the installer of the screens to confirm this. If you have any concerns, please seek further advice from a building surveyor or maintenance provider.
- Where screens are mounted onto plasterboard/stud walls/partition walls or any non-brick structures (such as in mobile classrooms). The installer must have designed a suitable method of fixing the location if this was not supplied by the manufacturer.
- Where manufacturer installation instructions were not provided or not followed the installation must be inspected to ensure that all connections and fixings are of adequate design.

- If your equipment includes a riser which provides support from the floor, this must be checked to ensure the installation is in accordance with manufacturer's installation instructions. The equipment must be fixed to the floor using the correct fixings and the floor must be in sound condition for the installation. If it is not fixed to the floor, alternative suitable fixings must be used, such as several brackets to the wall following the manufacturer's instructions.
- Please record confirmation of the above actions for each installation in your school buildings H&S file.
- All schools are advised to follow any manufacturer's recommendations for servicing and maintenance of the equipment. Visual inspections of any equipment before use. For wall mounted equipment this could include a visual checks of fixings to ensure stability.
- Staff must report any damage, deterioration or malfunction to the site manager.

3.33 Water Hygiene

- The Trust supports the HSE guidance 'The Control of Legionella bacteria in water systems.' The relevant site/premises manager is responsible for:
 - The water hygiene logbook (kept by the relevant site/premises manager and is available on request.)
 - Carrying out water hygiene sampling.
 - Site arrangements i.e., automatic flushing systems
 - Maintenance arrangements for air conditioning units, humidifiers etc.

3.34 Management of Asbestos

The Estates Manager is responsible for:

- Ensuring that a refurbishment and demolition survey is carried out prior to any works that will impact on the physical structure of any building within the Trust.
- Reviewing the School's Asbestos Management Plan
- Ensuring that the relevant schools asbestos register, including contractor management, is being maintained by the relevant site/premises manager.

3.35 Working at Height

- All available equipment is stored securely and is only available to adequately trained staff.
- The relevant site/premises manager will carry out the inspections of the access equipment on a quarterly basis.
- The relevant site/premises manager will carry out pre-use checks and record them.
- The relevant site/premises manager will carry out risk assessments and will ensure that their team are aware of the risk assessments.
- Specialist training is required for staff using equipment such as e.g., for ladders / tower scaffolds etc.
- The relevant site/premises manager will ensure staff using the equipment are wearing appropriate clothing / footwear.

4. Staff Wellbeing Management

The Trust is committed to promoting a positive working environment where staff wellbeing is actively supported. Headteachers are expected to manage teacher workload effectively, regularly seeking staff voice through surveys, forums, and open dialogue to ensure that concerns are heard and

addressed. In addition to local support, the Trust provides access to a range of wellbeing services, including referrals to professional counselling and on-line support, which offers confidential resources and tools to support mental health and resilience. These measures aim to foster a culture of care, reduce stress, and enhance overall staff satisfaction and performance.