



Northern Lights
LEARNING TRUST

Health and Safety Policy

Review Date:

Summer 2026

Next Review Due:

Summer 2027

Person in Charge:

COO

Governance:

Chair of Board

Pastoral Care/Spiritual Development

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring. In the Church schools in our Trust, we follow the teachings of:

'Love your neighbour as yourself' – Matthew 22:39.

'This is my commandment: love each other' - John 15:17.

In our schools we believe every pupil is an individual who is valued for who they are.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

Policy Info

SUMMARY OF CHANGES	DATE OF CHANGES
Reviewed spring 2025- no updates <u>Reviewed summer 2026- removal of reference to PHE and coronavirus as a specific infection</u> <u>Other minor changes to add clarity</u>	Spring 2025 <u>Summer 2026</u>

The Trust's Health and Safety Policy is part of the Trust's safeguarding system.

Introduction

For the purposes of compliance with the Health & Safety at Work etc. Act 1974 (HSW Act), and all legislation enforced under the HSW Act, the Trust is the employer.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within any academy within the Trust. The Trust has committed to an SLA with an external company to support the school in managing this policy effectively.

Each member of staff will be issued with a copy when joining as an employee of the Trust as part of the Induction process, in each academy. The policy will be available to all staff at all times via EVERY.

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PART 1 - GENERAL STATEMENT

1. The Trust and CEO recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974 and, as an employer, is committed to providing a safe and healthy workplace for all its employees.
2. The Trust, CEO and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - Plant, equipment and systems of work, that are safe;
 - Safe arrangements for the use, handling, storage and transport of articles and substances;

- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
 - A safe place of work and access to it;
 - A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Trust and CEO to ensure the health, safety and welfare of all persons, all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy and are familiar with its contents.
 4. An external SLA provides competent technical advice on health and safety matters, where necessary to assist such employees in their task and comply with The Management of Health and Safety at Work Regulations 1999.
 5. No safety policy is likely to be successful unless it actively involves work people themselves. Where consultative forums are already established, the constitutions of the relevant committees will be extended so as to include health and safety at work specifically within their terms of reference and enable representation. These terms of reference will be recorded and reviewed on an annual basis.
 6. Staff will co-operate fully in the appointment of representatives by recognised trade unions and, where necessary, will provide them with sufficient facilities and training to carry out this task. Where health and safety is a more significant feature in the operation of a particular department, the CEO will establish departmental or academy safety committees, as appropriate.

PART 2 - ROLES AND RESPONSIBILITIES

It is recognised that ultimately the Board of Trustees has overall responsibility for Health and Safety. The CEO is accountable to the board for implementation. Trust and CEO are responsible. However, roles and responsibilities have been designated to various staff. Key staff roles for each school are to be completed

1. The Trustees

- Ensure that health and safety arrangements are adequately resourced and competent advice is available and accessed when required.
- Make themselves aware of this policy and ensure that copies are maintained and accessible in school and that a copy has been issued to all members of staff.
- At least annually, or more frequently, when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the External Company (Competent Person) where necessary.
- Ensure that the CEO and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
 - developing generic risk assessments;
 - taking account of reports from monitoring;
 - reviewing the application of this policy from time to time and at least annually.
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the CEO by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by:
 - involving staff with risk assessment;
 - investigating accidents;
 - communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the HSE of and obtain advice on the control of any significant health and safety risks which exist and which the Trustees cannot remedy due to insufficient finance.
- Ensure that all liability is covered by adequate insurance and details of insurance is displayed at each Trust property.

- Ensure trust staff, pupils and parents in our academies are consulted in decisions that affect their health and safety.

2. The CEO/COO

- Ensure that a written copy of the Trust Health & Safety Policy is prepared for approval by the Trust and issued to each member of trust staff.
- Evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
 - developing generic risk assessments; ◦ taking account of reports from monitoring; ◦ reviewing the application of this policy from time to time and at least annually.
- Day to day responsibility for ensuring central team and hub staff understand, implement and comply with this policy in all trust sites. Prepare reports and ensure the directors are kept informed of any health and safety issues or concerns.
- Ensure ratified policies are shared on the compliance system for viewing by staff and respond to any queries or concerns they may have.
- Determining if accidents are RIDDOR reportable and submitting the report to the HSE if necessary.

3. The Headteacher

- Within their level of responsibility and with the resources available to them, have responsibility for the management of health and safety in school on a day-to-day basis.
- Have day-to-day responsibility on behalf of the Trust to ensure that this policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the policy and support the Trust with any monitoring and review.
- Arrange for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the safeguarding Governor on the Local Governing Body, concerning health and safety matters and welfare at work.
- Maintain good housekeeping standards in their school at all times.

4. Office Managers

- Ensure training records are maintained and are accessible.
- Ensure procedure is in place for reporting defects to the site staff and ensuring staff are aware of the process.
- Liaise with H&S company when advice required on all aspects of H&S in their school
- Ensuring risk assessments are uploaded to the compliance system and available for all staff to view
- Ensuring new contractors are competent, have the required insurance and have undertaken relevant training before engaging them to do work and this information is available on the trust approved contractors list.

5. Site staff

- Ensure any equipment or machinery which have defects reported are checked and taken out of use when necessary

- Repair defective equipment or machinery when possible or arrange for a contractor to, if specialist role e.g., plumbing, electricity
- Lead the H&S annual audit with the external company ensuring access to the premises and records is available
- Supporting the review of site-specific risk assessments

6. All Employees

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem, which cannot be resolved, is raised quickly with the Headteacher.
- Make themselves familiar with the Health and Safety Policy (including risk assessments) of the school or trust including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- Co-operate with senior leaders and other staff to enable them to carry out their own responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the Trust.
- Ensure adequate supervision is available to supervise children adequately.
- Schools should complete and keep up to date names of staff fulfilling the following roles within each site so it is accessible to the central team and staff within the school in the event of an emergency:
 - **Premises Manager** ◦ **Site Manager**
 - **School Asbestos Manager/Compliance Officer**
 - **Legionella** ◦ **DSE assessor** ◦ **Senior First Aider** ◦ **First Aider** ◦ **Medication**

7. Safety Representatives

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Academy will afford them this facility in accordance with the Safety Representative and Safety Committees Regulations 1977. Also, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996. The Headteacher will:

- Ensure that the management and employees of the school co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the school and below.

Appointed Union Safety Representatives

The unions /associations have not requested representation.

8. Legal Framework

The following is a brief guide to the legislation for the benefit of all staff of the trust.

- Health and safety legislation is enforced by the Health & Safety Executive (HSE), in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Under this criminal law, the Trust is ultimately responsible for health and safety in the academies. An external company has provided the individual academies with a framework for health and safety management as part of the SLA and the academy should work within this to ensure compliance with health and safety. It includes the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in schools including those associated with building maintenance.
- As part of the SLA, the external company will monitor standards of health and safety in schools, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The academy remains responsible for reporting accidents and ill health resulting from the work activity in schools as part of the SLA which the school have engaged in.
- The Headteacher will ensure all procedures described in this policy are implemented. Staff are required to co-operate with the H&S companies monitoring procedures, reporting any matters that may jeopardise their ability to comply with health and safety legislation.
- Section 7 of the HSW Act 1974 places a duty on all employees of the trust to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The Headteacher and academy staff are required to co-operate as far as is necessary so that the Local Governing Body and Board of Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrates' court of a fine up to £20,000 for each breach of ss2-6 of the HSW Act, in Crown Court the fines are unlimited.

9. HM Inspectors of Health & Safety

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Services Health & Safety Co-ordinator and the Head Office of the Trust/Head Teacher of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities, which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- Inspectors also have the power to issue notices under the Fee for Intervention Scheme to recover the costs of addressing compliance issues in school.
- The Headteacher will advise the CEO and Chair of the Local Governing Body immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- The CEO will advise the Diocesan Authority and Chair of Board immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.

- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher and CEO, who will, immediately, inform the Chair of the Local Governing Body and Chair of the Trust.

10. All Parents / Carers / Pupils

We promote the spiritual growth and welfare of pupils and aim to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives. Pupils will be encouraged to participate in helping to create a safe learning environment in our schools by:

1. Following all safety advice and guidance while at school (on or off site).
2. Reporting any health and safety concerns immediately.
3. Reporting any accident or injury to a member of staff immediately.

PART 3 - PROCEDURAL ARRANGEMENTS

1. The Management of Health & Safety
2. Risk Assessments / Management
3. Workplace Requirements
4. Control & Management of Contractors & Reporting Repairs
5. Management of Asbestos (Where relevant)
6. Violence & Aggression: Reporting Procedures
7. Accident Reporting
8. First Aid Arrangements
9. Stress Management
10. Provision & Use of Work Equipment
11. Display Screen Equipment
12. Personal Protective Equipment
13. Manual Handling of Inanimate Objects
14. Moving & Assisting People
15. Fire: Precautions & Emergency Procedures
16. Control of Substances Hazardous to Health
17. Electricity at Work / Electrical Safety
18. Prevention & Control of Legionellosis
19. Boiler & Electrical Room Safety & Maintenance of Heating Plant
20. Playground Safety
21. Vehicle Movement on School Premises / Traffic Management
22. Visits to Farms / Outdoor educational guidelines and school visits
23. Arrangements for New Staff / Induction
24. Further technical information and advice
25. Work at Heights
26. Visitors
27. Public Performances / Assemblies
28. Minibus Operation
29. Lone Working
30. Food Safety
31. Infection Control (incl Sharps)
32. Medication in School
33. Lifting Operations & Lifting Equipment
34. Science / Design & Technology and CLEAPS
35. Security of Buildings
36. Driving at Work
37. Adverse Weather (winter gritting)

1. The Management of Health & Safety

The Headteacher and staff recognise that, like any work activity, health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect pupils, employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the academy/trust. The majority of these costs are not met by insurance, but from academy funds, which reduces financial resources available to pupils within the school.

All staff are responsible for contributing to this proactive culture by applying the principles of this policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in school. Liaison is achieved with the Governors by making minutes of meetings available. Relevant staff are co-opted onto this committee where appropriate.

Advice on the technical aspects of health and safety and training is available from the external provider.

2. Risk Assessments

The schools have followed guidance and developed generic risk assessments so that they are specific to the academies. These are available on the trust compliance system and are reviewed updated annually in September, following an accident or incident, following significant changes, following legislation changes or where monitoring identifies deficiencies and throughout the year if necessary if circumstances change or new legislation is issued so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the Headteacher. Appendix A shows a list of the statutory risk assessments the academies must have. This is not exhaustive and the headteacher, office manager or site staff may decide other activities also need a risk assessment. Appendix B is a risk assessment template which should be applied by risk assessors in all our academies.

3. Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult the site staff within their school

4. Control & Management of Contractors & Reporting Repairs

The trust has an approved contractors list. Where possible, only contractors on this list should be used to carry out maintenance and construction work in school on large scale projects. If a contractor is employed directly the Office manager on behalf of the Headteacher, the Office Manager /Site Manager is responsible for liaising with the Contractor regarding on site risk assessment and support will be provided, when necessary, from the site staff. Contractors will be monitored during works to ensure compliance with site rules, safeguarding requirements and agreed risk assessments and method statements

Staff are responsible for reporting any outstanding repairs to the Site staff and Headteacher. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

5. Management of Asbestos in School

There has been a full Asbestos survey carried out at the schools and follow up surveys. Some schools within our trust have asbestos on site. This is managed and there are site maps identifying asbestos zones as part of their Asbestos Management Plan. All sites have staff trained in asbestos awareness which is reviewed annually. Contractors working on site are required to read and sign the asbestos register daily before carrying out works.

6. Violence & Aggression: Reporting Procedures

The trust is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Consequently, the School has determined the definition of violence at work as; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work". Staff must report these incidents using the approved Trust format which is completion of the incident form within the compliance system. The Headteacher will discuss the incident and any follow up action and support required from the member of staff.

7. Accident Reporting

All accidents to employees, visitors and pupils must be reported on the academy's Accident report Form within the compliance system immediately. This will allow the central team lead by the Chief Operating Officer to investigate fully and determine if the accident is RIDDOR reportable. The investigation may take the form of interviews with staff, children and visitors and a site visit if required. Recommendations will be made through the compliance system to reduce the possibility of incidents reoccurring. Relevant staff will be assigned the task and this will be escalated to the Headteacher and then the central team if outstanding by the deadline. The Chief Operating Officer (COO) will determine, in consultation with H&S if appropriate, if the accident is reportable under RIDDOR. The COO will submit the report to the HSE if required. A copy of the report will be uploaded to the accident log on the compliance system.

8. First Aid Arrangements

There are several first aiders in the schools. One first aider in each site carries responsibility for the first aid resources. Copies of their certificates are displayed in school so staff, visitors and pupils know who to approach if first aid is required.

9. Stress Management

Northern Lights Learning Trust will support and discuss options with staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise
- The trust buys staff absence insurance which provides support and welfare services to staff including counselling.
- All schools have staff trained in mental health first aid allowing them to spot signs in staff struggling with stress management.
- Wellbeing is a standing agenda item on staff meetings, admin monthly meetings and executive meetings. The Trust recognises mental health as a health and safety issue and will take reasonable steps to identify workplace factors that may adversely affect mental wellbeing.

At all times, the confidentiality and dignity of staff will be maintained.

10. Provision & Use of Work Equipment

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. The provision and use of work equipment

1998 (PUWER) place duties on people and companies who own, operate and have control over work equipment.

PUWER requires that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

11. Display Screen Equipment

All staff are required to undertake a DSE assessment through an e-learning package. All relevant staff are then required to complete a self-assessment in their use of DSE. Office Managers will review any requirements that come from the DSE. The COO will support this process when required

12. Personal Protective Equipment

The office manager / site manager will arrange for the school to purchase PPE for any employee or worker, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance. We will also follow the guidance provided by our external H&S support provider.

13. Manual Handling

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g., storage arrangements), use of mechanical aids etc. The site staff carry out the majority of manual handling and has received specific health and safety training in this respect. All staff have undertaken basic manual handling training.

14. Moving & Assisting People (*where appropriate*)

Any school within the trust who has a pupil / person with special needs where moving and assisting is necessary will carry out a full risk assessment to ensure the health and safety of the staff and the pupil. Any staff who may have occasion to lift those children will be provided with appropriate training.

15. Fire Precautions

It is the duty of every member of staff to read the fire evacuation protocol and support their schools Health & Safety Officer by making sure safety guidelines are displayed and adhered to.

Testing of fire alarm call points is carried out weekly and activations must be initiated from a different call point weekly so that each call point is periodically tested during the year and to ensure that the fire alarm is audible in all areas of the building.

New staff, contractors and temporary supply staff are issued with the Fire Evacuation Plan and given an explanation of the school's fire safety guidelines.

Staff must ensure that fire escape routes and final exit doors are kept clear at all times.

Art work must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and exits will occasionally be taken out of use so staff need to make time to familiarise closest and alternative evacuation routes and notices.

Inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA.

A record of risk assessment, tests and procedures is held in the school risk register and would be available in the event of a site evacuation.

16. Control of Substances Hazardous to Health

Only suitably trained staff are authorised to use COSHH classified chemicals and substances in school. Science, DT, Food Tech and Art teachers, technicians, site staff and cleaners have been provided with specific COSHH Risk Assessments, training and PPE so that they know how to control risks to their health and others.

Science, D&T, Food Tech and Art departments will follow CLEAPS procedures and are responsible for following the same procedures in lessons.

Heads of department are responsible for writing and regularly reviewing and updating risk assessments. Activities will be recorded and reviewed in line with their COSHH risk assessment rating.

17. Electricity at Work

The fixed electrical equipment requires testing every 5 years (EICR). This is completed via a suitably qualified contractor (arranged by the individual schools). This test may be completed on an annual basis covering 20% the system p.a. (to assist with budget requirements).

In order that potential problems are identified at the earliest opportunity, all staff must complete prechecks on all equipment before use. Any items of concern are not to be used, should be highlighted immediately to the site team and stored safely for repair or disposal.

Portable electrical equipment is logged on an inventory and subject to examination and PAT test with each passed item being suitably certificated.

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

18. Prevention & Control of Legionellosis

As part of Service Level Agreements, our schools have arranged for suitably trained persons to complete an annual risk assessment to determine what cleaning and disinfection is required to the water system in school. Any required activity is carried out by an approved contractor. The copy certificate is held in school.

The schools arrange for and ensure that monthly monitoring of water temperature is carried out across all frequently used outlets to ensure that operating temperatures are within defined operating tolerances. Low use outlets have been identified and are flushed weekly.

Records of all checks and tests are kept in school records.

19. Boiler & Electrical Room Safety & Maintenance of Heating Plant

Schools have individual SLAs in place for the servicing and maintenance of their heating and gas appliances.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

20. Playground Safety

All staff are responsible for the safety of children in the playground and outdoor areas of the school premises. There is always supervision by several staff with a first aider on duty during break and lunch periods, beginning and end of the school day. No child may leave the premises during school hours, except when authorised by main reception. Any person standing on the outer perimeter fence should be questioned by staff and anyone who has concerns must immediately report this to the Headteacher.

Pupils sometimes play too boisterously or roughly and this should be channelled into games or other activities. Where climbing equipment is provided, children must be supervised at all times. A rota is in place for safe use and equality of access. The quality of playground surfaces is regularly reviewed however, staff should report damage or tripping hazards immediately to site staff or Headteacher.

21. Vehicle Movement on School Premises

Only trust staff and visitors are allowed to park in the car park. Staff must park in allocated bays. Staff should be careful to observe lorries or delivery vans at all times. If staff notice any vehicle causing obstruction (particularly on the paths), they must report this immediately to the Office/site team. Where schools have drop areas within the school grounds, parking is forbidden in these areas and they should be used for drop off and pick up only.

22. Outdoor Education Guidelines & School Trips

The Educational Visit's Co-ordinator have prepared a comprehensive set of guidelines. The school has an appointed Educational Visit Co-ordinator and details of school visits are maintained and authorised using EVOLVE system.

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

The school administration team will make transport arrangements with an approved coach company. Details and information must be discussed with the Headteacher, so that appropriate risk assessment can be made and authorisation given for the visit.

23. Arrangements for New Staff

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Headteacher.

24. Further Technical Information & Advice

If technical advice is required, then any member of staff can contact: Durham County Council's Health and Safety Team on 03000 265781

25. Work at Heights

The trust follows Durham County Council Health & Safety Working at Height Code of Practice and Guidance. A Working at Height Risk Assessment can also be found in the risk register folder.

26. Visitors

All visitors to our schools must report to the schools Main Reception (entrance). They sign in using the schools inventory system/sign in log before being issued with a dated visitor's badge/sticker.

Personnel not wearing a visitor's badge will be challenged and may be asked to leave. Only visitors with enhanced DBS check in place are allowed to be unescorted in the schools. Visitors are provided with coloured lanyards to reflect their DBS status. Anyone with a red lanyard must not be left alone at any time and will be challenged and escorted to reception immediately.

27. Public Performances / Assemblies

When there are occasions which attract large gatherings in the school, number limits should be observed and taken into account when planning.

A fire procedure and risk assessment is to be established for those occasions. The Head Teacher/ Head of Department/SLT is responsible for ensuring all risks are managed in regard to performances/assemblies

28. Minibus Operation

A copy of the Minibus Policy and procedure can be found in the office of our schools with dedicated minibuses.

29. Lone Working

The Academy follow the guidance Durham County Council Health & Safety Lone Working Code of Practice and Guidance. A Lone Working Risk Assessment can be found in the school's risk register.

30. Food Safety

The schools within the trust follow the Durham County Council Health & Safety Food Safety Practice and Guidance. A Food Safety Risk Assessment can be found in the risk register folder. The hygiene rating of the premises is displayed in the school kitchen filling the most recent inspection by Environmental Health.

31. Infection Control

The trust follows the guidance Durham County Council Health & Safety Infection Control procedure, spillage policy and protocol. The schools in the trust have an Infection Control Risk Assessment and follow Public Health England UK Health Security Agency (UKHSA) guidance and any guidance issued by the Department of Health and Social Care. on infection control in school.

An Infection Control Risk Assessment and cleaning procedure can be found in the risk register folder.

32. Medication in School

The trusts schools follow Department for Education (DfE) guidance in regard to Administering Medication in Schools and have a Supporting Pupils with Medical Conditions Policy.

Specific staff are trained to administer prescribed medication and refresher training is taken every three years. The Headteacher has overall responsibility for all medication in school. The Headteacher may delegate day to day responsibility to a first aider or Lead Practitioner. Strategic oversight of medication in school is managed by the Chief Operating Officer.

33. Lifting Operations & Lifting Equipment

The trust follows the guidance provided by Durham County Council Health & Safety team regarding Lifting Operations and Lifting Equipment. The schools in the trust have moving and handling pupils, LOLER and lifting equipment inspections and assessments in place (as appropriate).

34. Science / Design & Technology and CLEAPSS

The schools in the trust follow the guidance provided by Durham County Council Health & Safety team regarding Science/DT teaching practice and follow guidance provided by CLEAPSS.

The schools in the trust subscribe to the CLEAPSS support service, via Durham County Council's Health and Safety team, which provides health and safety, risk assessment and training advice.

35. Security of Buildings

The school in the trust follow the guidance provided by Durham County Council Health & Safety team regarding School Security. A risk assessment is located in the school risk register.

Security of the building is the responsibility of the Headteacher and may be delegated on a day to day basis to the site team. Alarm security systems are in place in each school, including monitoring outside of the school day.

36. Driving at Work

The trust follows the guidance provided by Durham County Council Health & Safety team regarding driving at work. The academy has a procedure, guidance and work instruction for employees using their own vehicle in the course of their work duties. Staff employed directly by the trust are provided with business insurance cover when using their own vehicles, if driving for short business trips, as requested by the Headteacher or CEO.

37. Adverse Weather (winter gritting)

The trust follows the guidance provided by Durham County Council Health & Safety team regarding Adverse Weather and Winter Gritting. Our schools have a procedure, guidance, risk assessment and work instructions for employees in regard to winter gritting.

Appendix A

Statutory risk assessments

How to use this

Use our ☐ checklist to make sure you've got the risk assessments you need

For each ☐ risk assessment, we've set out the minimum areas that you need to cover

Note that ☐ you don't need a standalone health and safety risk assessment to meet your requirement to assess risks to your employees and others. However, make sure staff know exactly which risk assessments apply to their role, workplace and activities

☐ On top of the risk assessments covered here, there might be other areas for which you need to assess risks, depending on your school's facilities and activities

RISK ASSESSMENT	AREAS TO COVER		COMPLETED BY	REVIEW DATE
Workers under the age of 18	This can be part of other risk assessments that you do to assess risks to the health and safety of employees, and doesn't need to be a standalone risk assessment. Any risk assessments that cover workers under 18 must take account of the: • Inexperience, lack of awareness of risks and immaturity of young persons • Fitting-out and layout of the workplace and the workstation • Nature, degree and duration of exposure to physical, biological and chemical agents • Form, range and use of work equipment, and the way in which it is handled • Organisation of processes and activities • Extent of the health and safety training provided or to be provided to young persons	☐		
Asbestos	Assess whether asbestos is, or is liable to be, present in your school.	☐		

Substances hazardous to health	Take into account: • The hazardous properties of the substance • Information on health effects provided by the supplier, including information in any relevant safety data sheet • The level, type and duration of exposure • The circumstances of the work, including the amount of the substance involved • Activities, such as maintenance, where there is the potential for a high level of exposure • Any relevant occupational	☐		
	exposure standard, maximum exposure limit or similar occupational exposure limit • The effect of preventive and control measures, which have been or will be taken • The results of relevant health surveillance • The results of monitoring of exposure • In circumstances where the work will involve exposure to more than one substance hazardous to health, the risk presented by exposure to such substances in combination • The approved classification of any biological agent • Any additional information you may need to complete the risk assessment			
Display screen equipment	Use this to assess and minimise risks to employees using display screen equipment.	☐		

Fire	Use this to identify the risks that people are exposed to and determine the fire precautions you need to take. If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account: • The hazardous properties of the substance • Information on safety provided by the supplier, including information contained in any relevant safety data sheet • The circumstances of the work including: - o The special, technical and organisational measures and the substances used and their possible interactions - o The amount of the substance involved - o Where the work will involve more than one dangerous substance, the risk presented by such substances in combination - o Arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances • Activities, such as maintenance, where there is the potential for a high level of risk • The effect of measures which	□		
	have been or will be taken to control the risks of fire • The likelihood that an explosive atmosphere will occur and its persistence • The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective • The scale of the anticipated effects • Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur			

	- Any additional safety information the responsible person may need to complete the assessment - The specific risks of having employees aged under 18			
First aid	Use this risk assessment to determine what first aid provision your school needs to provide in addition to the basic requirements.	☐		
Manual handling	Where you can't avoid employees doing manual handling operations that involve a risk of injury, do a risk assessment. This must take into account the following factors and questions. Tasks Do they involve: - Holding or manipulating loads at distance from trunk? - Unsatisfactory body movement or posture, especially twisting the trunk, stooping or reaching upwards? - Excessive movements of loads, especially excessive lifting or lowering distances, or excessive carrying distances? - Excessive pushing or pulling of loads? - Risk of sudden movement of loads? - Frequent or prolonged physical effort? - Insufficient rest or recovery periods? - A rate of work imposed by a process? Loads Are they: - Heavy? - Bulky or unwieldy? - Difficult to grasp? - Unstable, or with contents likely to shift? - Sharp, hot or otherwise	☐		

	potentially damaging? Working environment Are there: • Space constraints preventing good posture? • Uneven, slippery or unstable floors? • Variations in level of floors or work surfaces? • Extremes of temperature or humidity? • Conditions causing ventilation problems or gusts of wind? • Poor lighting conditions? Individuals' capabilities Does the job: • Require unusual strength, height, etc.? • Create a hazard to those who might reasonably be considered to be pregnant or have a health problem? • Require special information or training to do it safely? Other factors Is movement or posture hindered by personal protective equipment or clothing?			
Work at height	Use this risk assessment to identify the measures you need to put in place to make sure that work at height is done safely.	☐		
Children being drawn into terrorism	Base this on your understanding of the potential risks in your context.	☐		
Educational Visits	Each school visit should be risk assessed individually to take into account the potential risks from travel arrangements, activities, other visitors at the venue and supervision.			
Swimming pools	If the school has its own swimming pool or use a local pool for swimming lessons as part of Primary Curriculum, complete an assessment of the risks to workers and users to help decide what you need to do to make use of the pool safe. Risk assessment should include travel to the pool.	☐		
Coronavirus	Identify the measures needed to reduce the risks from coronavirus so far as is reasonably practicable.	☐		

Appendix B

Risk Assessment Template

Risk Assessment Title					
Risk Assessor name and role					
Date					
IMPACT LEVEL	PROBABILITY				
	(Of the risk occurring through the lifeline of the activity)				
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Crisis	Moderately High	Moderately High	Severe	Severe	Severe
Critical	Moderately Low	Moderately High	Moderately High	Severe	Severe
Moderate	Minor	Moderately Low	Moderately High	Moderately High	Moderately High
Marginal	Minor	Minor	Moderately Low	Moderately Low	Moderately Low
Negligible	Minor	Minor	Minor	Minor	Minor
Risk identified	Risk Rating (using matrix above)	Control measures	Residual risk rating (using matrix above)	Is the risk eliminated or reduced to an acceptable level with the control measures? (If no please identify additional actions to be taken or STOP the activity)	

Appendix C Policy & Legislation

The Health and Safety Policy links to other trust policies and risk assessments, including:

- Health and Safety Procedures
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy
- Management of School Premises
- Community Lettings Policy
- Code of Conduct Policy
- Child Protection Policy
- Fire Evacuation Plan and Fire Risk Assessment
- Stress at Work Policy
- Sickness Absence Policy
- Safer Recruitment Policy
- Home to School Transport Policy
- Infection Control
- Emergency or Critical Incident
- Adverse Weather and Disruption Policy
- CCTV and Monitoring Policy
- Carpark Access Policy
- Accessibility Plan
- Risk Register and Risk Assessments

These statutory and non-statutory policies are reviewed either annually or every three years (or sooner if changes occur). Statutory policies can be found on the school websites.

Legislation and Regulations applicable to Health and Safety in schools include:

- The Health and Safety at Work Act (HASAWA) 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos at Work Regulations 2012
- Health and Safety (First Aid) Regulations 1981
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Children's Act 2004