

The Spire Church of England Learning Trust

Health and Safety Policy 2026 - 2029

This policy is reviewed and updated by the Chief Operating Officer (COO), supported by the Trust's external Health and Safety advisor. It is approved on a triennial basis by the Trust Board and is shared and implemented by all schools within the Trust.

This policy will be subject to ongoing review. It may be amended prior to the scheduled date of the next review to reflect changes in legislation where appropriate.

This policy has been written in conjunction with the legislation listed on page 2.

Reviewed:	May 2026
Ratified:	July 2026
Next review date:	May 2029

In collaboration with



1. THE STATEMENT

This policy is based on advice from the Department for Education on [Health and Safety in schools](#) and the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 [1](<https://www.legislation.gov.uk/ukxi/1999/3242/contents>)
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021 (amending the Fire Safety Order) [2](<https://www.gov.uk/government/publications/people-with-duties-under-fire-safety-laws/a-guide-for-persons-with-duties-under-fire-safety-legislation-accessible>)
- The Fire Safety (England) Regulations 2022 (where relevant to multi-occupied residential buildings) [3](<https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>)
- The Work at Height Regulations 2005
- The Electricity at Work Regulations 1989 [4](<https://www.legislation.gov.uk/ukxi/1989/635/contents>)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER) [5](<https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable [6](<https://www.nottingham.ac.uk/safety/documents/loler.pdf>)
- The Workplace (Health, Safety and Welfare) Regulations 1992 [7](<https://www.hse.gov.uk/managing/introduction/the-law.htm>)
- The Personal Protective Equipment at Work (Amendment) Regulations 2022 (limb (b) workers) [8](<https://www.hse.gov.uk/ppe/ppe-regulations-2022.htm>)
- The Control of Asbestos Regulations 2012 (Regulation 4 – duty to manage asbestos) [9](<https://www.legislation.gov.uk/ukxi/2012/632/contents>)

General Requirements

The Directors of The Spire Church of England Learning Trust recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substances
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- provide a safe place of work with safe means of access and egress for all persons using the premises

- provide a safe and healthy working environment with adequate welfare arrangements
- provide for the Health and Safety of persons not employed by the school, but who may be affected by its activities
- encourage all staff to take reasonable care for their own Health and Safety and to cooperate with the management of the school in the carrying out of their statutory duty
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Trust recognises that risk assessment is the primary means by which hazards are identified, risks are evaluated, and appropriate control measures are implemented. Risk assessments form the basis of all Health and Safety planning and decision-making across the Trust.

2. THE ORGANISATION

For the purposes of this policy, a competent person is one with sufficient training, experience and knowledge to enable them to identify hazards, assess risks and advise on appropriate control measures.

The Board of Directors are responsible for:

- all aspects of Health and Safety of employees, pupils and other persons at The Spire Church of England Learning Trust (under sections 2 and 3 of the Health and Safety at Work Act 1974)
- approving the Trust Health and Safety Policy and ensuring appropriate arrangements are in place for its implementation
- ensuring sufficient resources are allocated to enable health and safety risks to be managed effectively
- receiving assurance that suitable and sufficient risk assessments, audits and monitoring arrangements are in place across the Trust
- holding executive leaders to account for the effective management of Health and Safety

Local Governing Bodies are responsible for:

- providing local oversight and assurance on the implementation of the Trust Health and Safety Policy within their schools
- monitoring Health and Safety performance, including accidents, incidents and audit outcomes
- seeking assurance from school leaders that appropriate actions are taken to address identified risks
- escalating concerns about Health and Safety to the Trust Board where required

Chief Operations Officer is responsible for:

The Chief Operating Officer (COO) has overall responsibility for the strategic leadership and operational oversight of Health and Safety across the Trust.

This includes:

- acting on behalf of the Trust Board to ensure appropriate Health and Safety arrangements are in place
- appointing and managing competent external Health and Safety advisors
- ensuring that Health and Safety audits are completed and actions arising are monitored
- reporting on Health and Safety matters to the Trust Board
- ensuring that schools are supported to comply with statutory Health and Safety requirements.

The Headteacher/Head of School are responsible for:

- the implementation of the Trust Health and Safety Policy within school.
- the day-to-day responsibility for Health and Safety in the school.
- ensuring that staff receives appropriate Health and Safety training.
- ensuring defects, hazards and concerns affecting Health and Safety are identified and addressed
- ensuring appropriate emergency procedures are in place, including fire evacuation and lockdown arrangements
- ensuring adequate first aid provision is in place
- consulting with recognised trade union safety representatives and facilitating safety committees where required
- ensuring that risk assessments are completed by competent persons, implemented in practice and reviewed when circumstances change
- ensuring accident and incident reporting arrangements are followed and that serious incidents are escalated appropriately, including through the Trust's external Health and Safety advisor.

Competent external Health and Safety Advisor is responsible for:

The Trust appoints a competent external Health and Safety advisor to support compliance with Health and Safety legislation.

The external advisor (currently YMD Boon) is responsible for:

- providing competent professional advice on Health and Safety matters
- completing two Health and Safety audits per year for each Trust school
- supporting the Trust and schools to identify risks and required control measures
- advising on legal compliance, best practice and remedial actions arising from audits or incidents
- supporting incident review, including RIDDOR threshold decisions and reporting on behalf of the Trust where required

- supporting the review and development of Health and Safety arrangements and documentation as required

The Site Managers/Caretakers are responsible for:

- complying with the Trust Health and Safety Policy and local arrangements
- ensuring premises, plant and equipment are maintained in a safe condition
- carrying out and recording routine compliance checks (e.g. fire alarms, emergency lighting, play equipment)
- implementing safe systems of work for caretaking and site activities, including working at height, use of machinery and use of chemicals
- ensuring COSHH information is available and hazardous substances are stored and used safely
- ensuring appropriate signage and warnings are used where activities may present risks to others
- informing contractors of site-specific hazards and ensuring local induction arrangements are followed
- ensuring external areas, including car parks and walkways, are managed safely (e.g. gritting in icy conditions)

The First Aider / Appointed Person is responsible for:

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

Catering / Kitchen Manager (if employed by the Trust) is responsible for:

- ensuring that he/she is familiar with and complies with the Trust 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/Head of School or School Business Manager any problems or defects affecting the Health and Safety of any person in the area for which they have responsibility.

Curriculum Area Leaders / Subject Area Leaders are responsible for:

- Overseeing health and safety arrangements within their curriculum or subject area.
- bringing to the notice of the Headteacher/Head of School 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.
- producing a departmental safety policy where there is deemed a risk and revising it as necessary.
- 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 relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

Other Teaching, Non-Teaching Staff are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the arts, drama, music, design and technology, environmental education, physical education or science)
- reporting any defects or problems affecting the Health and Safety of themselves, their or other staff or any other person, through their curriculum or subject area leader to the Headteacher/Head of School or School Business Manager.
- co-operating with their employer (Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

3. THE ARRANGEMENTS

Application of Risk Assessment

The arrangements set out in this section are underpinned by suitable and sufficient risk assessments. Where specific activities, environments or equipment present foreseeable hazards, risk assessments will be completed, implemented and reviewed in line with the Trust's Risk Assessment arrangements.

The Trust shall ensure that the following are implemented, and they are adequate to ensure Health and Safety standards are met.

Access and Egress, Housekeeping, Cleaning & Waste disposal

- The Site Manager/Caretaker and Cleaners are responsible for ensuring that premises are kept clean and that waste bins are emptied regularly.
- Cleaners are responsible for displaying appropriate warning signage (e.g. wet floor signs) when cleaning is undertaken and for managing spills arising from their activities.
- Other spills or hazards should be reported promptly, and the Site Manager/Caretaker is responsible for ensuring appropriate action is taken to minimise risks of slips, trips and falls.
- The Site Manager/Caretaker is responsible for the safe disposal of glass and sharp objects using appropriate containers.
- The Site Manager/Caretaker is responsible, so far as reasonably practicable, for managing snow and icy conditions and for clearing leaves from pathways using appropriate equipment.
- Fluorescent lighting tubes and other electrical waste are collected and disposed of by the appropriate contractor in accordance with Waste Electrical and Electronic Equipment (WEEE) regulations.

Accident reporting, recording and investigation

- All accidents, incidents and near misses must be reported by the school without delay to the Trust's competent external Health and Safety advisor (currently YMD Boon).
- Where an accident or incident is serious, the Headteacher/Head of School must ensure that senior leadership are informed immediately and that prompt action is taken to make the location safe or restrict access as required.
- The external Health and Safety advisor will determine whether the incident meets the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and, where required, will submit a report to the Health and Safety Executive (HSE) on behalf of the Trust.
- The Headteacher/Head of School retains overall responsibility for ensuring that accidents, incidents and near misses are reported appropriately and without delay.
- The Headteacher/Head of School is responsible for ensuring that an appropriate investigation is carried out following a serious accident or incident, with support from the external Health and Safety advisor where required. Findings and actions should be recorded. Where members of the public are involved, relevant details, including names and contact information and witness details, should be obtained where possible.
- All minor accidents should be recorded in the school's minor accident book or safeguarding system. Parents/carers or other relevant persons should be informed where appropriate.
- Accident reports and investigation records must be retained for three years for staff accidents, and for pupil accidents until the individual reaches the age of 25.

Contractors (management of)

The Site Manager/Caretaker is the designated on-site responsible person for the day-to-day management of contractors and is responsible for:

- coordinating on-site contractor activities and acting as the first point of contact for contractors working on the premises
- checking that contractors have provided appropriate evidence of competence, qualifications and insurance prior to work commencing
- coordinating contractor induction arrangements to ensure the exchange of Health and Safety information, including site rules, emergency procedures and access to the asbestos register held at reception
- checking contractor method statements and risk assessments to ensure they are suitable and sufficient for the work being undertaken
- ensuring effective communication between the school and contractors, including through pre-contract or pre-start meetings where appropriate
- ensuring adequate segregation of contractors and pupils, either by closing work areas or by authorising work in teaching areas only where appropriate controls are in place
- ensuring suitable welfare facilities are provided for contractors where required.

Contractors (management of asbestos)

- the asbestos register must be made available to all contractors prior to work commencing, and contractors must confirm that they have read and understood the relevant sections.
- before any intrusive work is undertaken, it must be confirmed that asbestos risks have been identified and are being managed in accordance with the asbestos register and relevant survey information.
- only suitably qualified and licensed asbestos contractors may carry out work involving asbestos.
- the Trust will comply with its duty to manage asbestos under Regulation 4 of the Control of Asbestos Regulations 2012 and will follow the Department for Education's guidance Managing Asbestos in Your School or College.

Contractors and Visitors on Site

- all contractors must sign in and out at the school reception and always wear a visitor ID badge.
- all contractors must adhere to the Trust's infection prevention and control arrangements and any current public health guidance

Control of Substances Hazardous to Health (COSHH)

- the Trust follows the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and associated Health and Safety Executive (HSE) guidance. Wherever reasonably practicable, less hazardous substances are selected and used.
- the COSHH file is maintained by the Site Manager/Caretaker and the Head of Science or relevant Subject Leader, as appropriate.

- all hazardous substances are supported by a current Safety Data Sheet (SDS), which is available to staff who use or may be exposed to them.
- suitable and sufficient COSHH risk assessments are completed for all hazardous substances and associated tasks, and are reviewed when substances, activities or circumstances change.
- budget holders are responsible for ensuring that COSHH products purchased for their departments are appropriate, authorised and stored safely in accordance with risk assessments and manufacturer instructions.
- staff are made aware of how to identify hazardous substances and COSHH controls during induction and through ongoing departmental training and briefings.
- clear instructions are provided for the correct labelling of decanted substances.
- appropriate personal protective equipment (PPE) is provided, and staff are instructed in its correct use during induction and through refresher training where required.
- hazardous substances are stored, handled, transported and used safely at all times in accordance with COSHH assessments.
- information on emergency procedures for spillages, accidental exposure and evacuation is available from the Site Manager/Caretaker and must be followed.
- the Site Manager/Caretaker provides advice on the appropriate disposal of hazardous, unwanted or spilt substances in line with COSHH requirements and waste regulations.

Defect Reporting Procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- any member of staff identifying a defect or hazard must report it promptly to the Site Manager/Caretaker, who will record it in the defect report book or electronic system.
- all defective items must be taken out of use immediately by the person identifying the defect, where it is safe to do so. An 'out of use' label must be displayed on any defective item that cannot be removed.
- the Site Manager/Caretaker is responsible for monitoring defects and ensuring that appropriate remedial action is taken

Display Screen Equipment (DSE)

- Display Screen Equipment risks are managed in accordance with the Trust's Display Screen Equipment (DSE) Policy. The DSE Policy sets out arrangements for assessments, training, review and the management of issues arising from display screen use.

Electricity at Work

- All electrical systems will be installed, maintained and tested in accordance with the Electricity at Work Regulations 1989.
- Fixed wiring inspections will be carried out by a competent contractor and evidenced through a suitable Electrical Installation Condition Report (EICR), with inspection intervals determined by risk and installation type (typically every five years unless circumstances require otherwise).

- The Site Manager/Caretaker is responsible for ensuring that fixed wiring inspections are commissioned and completed.
- Portable appliance testing (PAT), including microwave leakage testing where applicable, is carried out at intervals determined by risk assessment (normally annually).
- Hirers must not use their own electrical equipment unless evidence of appropriate PAT testing is provided to the Lettings Manager.
- Records of all fixed wiring inspections and PAT testing are retained in the site office.
- Defective electrical equipment must be taken out of use immediately and not returned to service until repaired or replaced.
- All defective electrical equipment must be reported to the site office without delay.
- Staff must not use personal electrical equipment on Trust premises unless it has been checked and approved by the Site Manager/Caretaker.

Gas Safety

- installation, maintenance and repair of gas appliances and fittings will only be carried out by a competent Gas Safe registered engineer.
- gas pipework, appliances and flues are maintained and inspected in accordance with statutory requirements.
- the Site Manager/Caretaker is responsible for ensuring that areas containing gas appliances are checked to confirm adequate ventilation

Fire Precautions and Emergency Plans

- the Trust will ensure compliance with the Regulatory Reform (Fire Safety) Order 2005, including amendments introduced by the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022.
- the Headteacher/Head of School acts as the Responsible Person at school level and is accountable for fire safety arrangements.
- the Site Manager/Caretaker is responsible for coordinating the completion and review of the fire risk assessment and ensuring required control measures are implemented.
- the senior leadership team is responsible for reviewing emergency procedures for foreseeable and major incidents, including fire, lockdown and other emergency situations.
- emergency evacuation drills are coordinated by the Site Manager/Caretaker and carried out at least once per term.
- all staff must receive fire safety training annually and as part of induction.
- the Site Manager/Caretaker is responsible for routine inspection and maintenance of fire exits, escape routes, fire evacuation notices and firefighting equipment.
- fire extinguishers are inspected by a competent contractor at least annually.
- the Site Manager/Caretaker ensures weekly fire alarm tests and monthly emergency lighting tests are completed and recorded on iAMCompliant.
- approved external contractors carry out six-monthly servicing and maintenance of fire safety systems under the supervision of the Site Manager/Caretaker.
- during an emergency evacuation, the Headteacher/Head of School will coordinate the response. In their absence, the Site Manager/Caretaker will support operational coordination until senior leadership is available.
- designated staff are responsible for checking registers at assembly points.

- all fire wardens will wear high-visibility identification during evacuations.
- liaison with external parties affected by or required to support emergency arrangements (e.g. shared users, emergency services, Local Authority emergency planning) is undertaken by the Headteacher/Head of School, supported by the Site Manager/Caretaker.

First Aid and Medication

First Aid

- first aider details are displayed in the medical room.
- all medical room staff and listed first aiders are fully qualified.
- the office manager/first aid lead is responsible for checking when staff require refresher training.
- the first aid kits are kept in the medical room.
- An appropriate member of staff is responsible for checking and restocking the first aid kits.
- the first aider on duty summons ambulances and then accompanies pupils to hospital (if parent/carer is not available)
- succession planning is always monitored to always ensure first aid cover.
- The Trust's first-aid arrangements meet the requirements of the Health and Safety (First-Aid) Regulations 1981

Medication

- medication will only be administered by staff who have received appropriate training and have been authorised by the Headteacher/Head of School to do so. In exceptional or emergency circumstances, where a trained member of staff is not immediately available, a member of staff may administer medication in accordance with appropriate medical advice, where it is necessary to prevent harm
- training may include, where required, the administration of emergency or specialist medication (for example AAls, diabetes support medication or other prescribed treatments).
- medication will be stored safely and securely, with access restricted as appropriate. Storage arrangements may vary depending on school layout and medical need.
- a signed consent form from the parent/carer must be in place before any medication is administered.
- where pupils have ongoing medical needs, parents/carers must provide written instructions and relevant medical information, which will be agreed and recorded by the school.
- all administration of medication must be documented in accordance with school procedures.
- where controlled medication is administered, two members of staff must be present, and both must sign the record.

Information dissemination procedure

Information and instructions on Health and Safety matters are provided to staff, pupils, Directors and visitors as follows:

Employees

- staff are informed of Health and Safety information through the staff handbook, specific risk assessments and induction processes.
- all staff are required to confirm that they have received, read and understood relevant Health and Safety information.
- Health and Safety documentation is kept securely, for example in the school administration office.
- Health and Safety information is included in the staff handbook, which is reviewed and updated annually.
- new or updated information is communicated through staff briefings, bulletins and email updates.

Pupils

- teachers ensure that pupils are made aware of relevant Health and Safety information through lessons, assemblies and daily school routines.

Visitors and Contractors

- the Site Manager/Caretaker or Office Administrator ensures that visitors and contractors are informed of any Health and Safety arrangements relevant to their visit, including asbestos information where applicable.
- information is provided verbally and through documentation available at reception.

Directors

- the Chief Operations Officer ensures that Directors are kept informed of relevant Health and Safety matters through Trust Board meetings and reports.

Kiln (if applicable)

- the kiln may only be operated by staff who are trained and authorised to do so.
- a suitable and sufficient risk assessment is in place for kiln use and is reviewed when circumstances change.
- kiln firing takes place in accordance with manufacturer guidance and agreed operating procedures.
- the kiln is inspected and maintained annually by a competent contractor.
- the kiln is kept secure to prevent unauthorised access and is kept free from combustible materials.
- normal operating procedures are displayed adjacent to the kiln.
- emergency procedures are displayed by the kiln and are available within the Art/DT department.
- appropriate personal protective equipment (e.g. heat-resistant gloves, eye protection) is provided and used by all operators.

Lettings/Shared Use of Premises/Extended Services

- the Site Manager/Caretaker and Lettings Manager are responsible for discussing and agreeing appropriate Health and Safety arrangements with hirers, including relevant risk assessments.
- a written lettings agreement is in place and must be signed by the hirer. A copy is retained by the school.

As part of the lettings process, the Lettings Manager will ensure that the hirer is informed of and agrees arrangements relating to:

- restrictions on the use of school equipment
- agreed staffing and supervision requirements
- first aid provision
- fire safety and emergency procedures
- standard operating procedures
- availability of emergency lighting

The hirer is responsible for:

- obtaining any premises licence required for their activities and for ensuring compliance with relevant legislation, including the Licensing Act 2003, where applicable.
- the hirer is responsible for security arrangements during the period of hire and must adhere to all site rules and conditions of use.
- the hirer is responsible for ensuring appropriate insurance cover is in place for their activities. the school maintains its own public liability insurance.

Lone Working and Personal Safety

- arrangements for managing lone working and personal safety risks are set out in the Trust's Lone Working Policy. Staff who may be required to work alone must follow the procedures and control measures outlined in that policy

Maintenance/Inspection of Equipment

- details of equipment requiring periodic inspection, examination or testing are held in the site office. This information includes the type of equipment, the nature of checks required and the frequency of inspection.
- where required, inspections, examinations and testing are carried out by competent external contractors, for example for ladders and steps, fume cupboards, extraction systems, PE equipment, D&T machinery, pressure equipment, fire alarms, emergency lighting and fire extinguishers.
- all work equipment will be selected, used and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Any lifting equipment or accessories will be managed and thoroughly examined in line with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Manual Handling

- manual handling training or awareness training is provided to staff where required, based on role and risk.
- guidelines for specific tasks, including the use of lifting aids and safe handling techniques, are available on HSE website.

Minibuses / Catering Van (if applicable)

- all minibus operations will comply with current DVSA and Department for Transport guidance, including the appropriate use of Section 19 permits and relevant drivers' hours regulations.
- only staff who are appropriately licensed and authorised may drive the minibus or catering van.
- driving licences of authorised drivers are checked annually to confirm validity and endorsements, in line with DVLA guidance.
- in the event of a breakdown or accident, the emergency services must be contacted where required. The appropriate contact identified in the risk assessment must then be informed. Further guidance is set out in the Trust's Critical Incident Policy.
- minibuses and catering vehicles are serviced at regular intervals, with records retained in the site office, and MOTs are carried out annually by an approved garage.
- drivers must complete and record pre-use visual checks before each journey.
- staff authorised to drive the minibus and catering vehicles must complete an annual health declaration as required by the Trust.

Monitoring Arrangements

- Health and Safety audits will be carried out by the Trust's competent external Health and Safety advisor, with oversight from the Chief Operating Officer, supported by the Site Manager/Caretaker, School Business Manager and Headteacher/Head of School. The Governor designated with Health and Safety Responsibility may also attend if appropriate.
- two Health and Safety audits are completed each year for each school. Actions arising from audits are monitored by the School Business Manager and Headteacher/Head of School and overseen by the Chief Operations Officer.
- the Governing Body receives regular reports on accidents, incidents and dangerous occurrences from the Headteacher/Head of School and seeks assurance that appropriate actions and improvements are implemented where required
- the Governing Body recognise the importance of monitoring Health and Safety matters. Monitoring is undertaken through a range of sources, including:
 - findings from internal or external Health and Safety inspections
 - accidents/incidents data
 - Maintenance and compliance reports.
 - complaints, hazards and defects reports
 - reviews of procedures and arrangements undertaken by the Headteacher/Head of School, Site Manager/Caretaker and external Health and Safety provider.

To support this process, the Headteacher/Head of School will ensure that all reasonable inspection facilities and information are provided on request to Local Authority Officers, Health and Safety Executive (HSE) inspectors, Trade Union Health and Safety Representatives (where appropriate) and any other authorised Health and Safety officials.

Noise at Work

- noise risks will be managed in accordance with the Control of Noise at Work Regulations 2005.
- where noise exposure may reach the lower exposure action value of 80 dB(A), the school will assess the risk, provide information and training to employees, and make hearing protection available where appropriate.
- where noise exposure may reach or exceed the upper exposure action value of 85 dB(A), noise will be reduced so far as reasonably practicable through control measures. Hearing protection zones will be designated where required, and suitable hearing protection must be worn.
- where there is a foreseeable risk of elevated noise exposure, the Site Manager/Caretaker will coordinate appropriate noise monitoring or seek competent advice as necessary to support risk assessment and control measures.

Offsite and Educational Visits

- the Trust recognises that off-site and educational visits present specific Health and Safety considerations and require appropriate planning and management.
- Each school will appoint an Educational Visits Coordinator (EVC), normally a member of the senior leadership team.
- all off-site and educational visits must be appropriately approved by the Headteacher/Head of School in accordance with Trust Educational Visits arrangements.
- visits are supported by suitable and sufficient risk assessments and control measures, proportionate to the nature of the activity.
- the school will ensure that appropriate insurance arrangements are in place for off-site and educational visits.
- detailed arrangements for the planning, approval and management of off-site and educational visits are set out in the Trust's Educational Visits Policy

Swimming Lessons (if applicable)

- swimming lessons form part of the school curriculum for pupils who require them.
- swimming activities are subject to suitable and sufficient risk assessments completed with access to competent advice where required.
- pupils are supervised by appropriately trained school staff and qualified lifeguards provided by the swimming facility.
- where external providers are used, qualified swimming instructors or coaches are engaged to deliver lessons.
- a member of school staff accompanies pupils and holds appropriate EV training.

PE Equipment/ Outdoor Play Equipment

- PE and outdoor play equipment is inspected annually by a competent contractor.
- pre-use visual checks are carried out by PE staff in accordance with local procedures.
- the Trust follows current Association for Physical Education (afPE) guidance on the safe use and management of PE equipment

Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge to employees and limb (b) workers where identified as necessary through risk assessment.
- the appropriate line manager, in consultation with the member of staff, will select suitable PPE.
- training, instruction and arrangements for maintenance and replacement of PPE will be provided as required.
- the Trust recognises that PPE duties extend to limb (b) workers under the Personal Protective Equipment at Work (Amendment) Regulations 2022.

Risk Assessments

Risk assessments are used to identify hazards, evaluate risk, and implement proportionate control measures to protect pupils, staff, visitors and others affected by the Trust's activities.

Risk assessments are completed with access to competent Health and Safety advice, where required.

The Trust will undertake risk assessments for all activities which present significant foreseeable hazards, in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Roles and responsibilities:

- the Chief Operating Officer (COO) ensures that suitable and sufficient arrangements for risk assessments are in place, supported by competent external Health and Safety advice.
- Headteachers/Heads of School ensure risk assessments are completed, implemented and reviewed at school level

- Managers and subject leaders complete and/or maintain risk assessments relevant to their areas of responsibility.
- Staff must follow the control measures identified in risk assessments.

Risk assessments must be reviewed at least annually, following an accident, incident or near miss, where there is a significant change to activities, staffing, equipment or premises, or where monitoring indicates existing controls may no longer be effective.

All risk assessments must be stored in an accessible location, be available for inspection, and retained in accordance with Trust record retention arrangements.

Risk assessments are shared with the relevant staff who are required to acknowledge that they have read and understood each risk that is applicable to their duties.

All off-site visits must be supported by suitable and sufficient risk assessment

Smoking and Vaping

- all Trust sites are designated no-smoking and no-vaping premises.
- appropriate signage is displayed at main external entrances used by staff and the public

Sports pitches / playing fields

- site or grounds staff are responsible for maintaining sports pitches and outdoor playing areas.
- site staff undertake routine visual inspections of sports pitches and outdoor areas to identify defects or hazards prior to use

Staff Consultation

- the Trust is committed to consulting with staff on matters affecting their Health and Safety.
- staff are encouraged to raise concerns and make suggestions for Health and Safety improvements through line management, staff meetings, briefings and other appropriate communication channels.
- where recognised trade unions appoint Health and Safety Representatives, the Trust will consult with them in accordance with statutory requirements

Stress and Staff Wellbeing

- the Trust recognises that work-related stress is a Health and Safety issue and will take reasonable steps to identify and manage associated risks.
- staff who experience concerns relating to stress or wellbeing are encouraged to raise these with the Headteacher/Head of School in accordance with the Trust/School wellbeing arrangements.

- where appropriate, individual stress risk assessments will be undertaken, supported by referral to Occupational Health Services.
- expectant mothers are encouraged to notify the school as early as possible so that appropriate risk assessments can be completed and reviewed.
- further information and support arrangements are set out in the Trust/School wellbeing and mental health policies.

Training and Development related to Health and Safety

- the Chief Operating Officer, supported by the Trust's competent external Health and Safety advisor, is responsible for establishing minimum Health and Safety competencies for activities and roles
- the relevant member of the senior leadership team is responsible for new staff inductions and briefings
- training needs and refresher requirements are identified through audits, risk assessments and external advice

Vehicles on Site/Car Park Arrangements

The Site Manager/Caretaker is responsible for managing vehicle movements on site, including:

- restricting vehicle movement at specific times where necessary
- segregating vehicles and pedestrians wherever practicable
- controlling reversing manoeuvres
- implementing special arrangements for deliveries

These arrangements are supported by suitable and sufficient risk assessments and are reviewed as required.

Pond (if applicable)

- warning signage highlighting water hazards is displayed.
- a suitable and sufficient risk assessment is in place and reviewed at least annually.
- the pond or wildlife garden area is securely gated and padlocked when not in supervised use.
- pupils are supervised at all times when accessing the area.

Violence to Staff / School Security

- the Site Manager/Caretaker is responsible for maintaining site security arrangements, including access control and visitor management systems.
- all staff must report incidents of verbal or physical violence in accordance with School procedures.
- risk assessments will be undertaken where relevant to address identified security or violence-related risks.

Water Hygiene

The Trust follows Health and Safety Executive (HSE) guidance on the control of Legionella bacteria in water systems.

The Site Manager/Caretaker is responsible for ensuring that water hygiene arrangements are implemented and recorded, including:

- maintaining the water hygiene logbook via the iAMCompliant electronic compliance system
- coordinating water hygiene sampling as required
- carrying out and recording monthly temperature checks on hot and cold water outlets
- ensuring site arrangements such as automatic flushing systems are operational
- coordinating maintenance arrangements for air-conditioning units, humidifiers and other relevant equipment.

The scheme of control follows the HSE Approved Code of Practice L8 and the technical guidance HSG274 (second edition), Part 2, for hot and cold water systems.

Work Experience

Arrangements for managing Health and Safety in relation to work experience placements are coordinated by a designated member of staff and follow Health and Safety Executive guidance, including leaflet INDG364.

Relevant information and guidance are available to staff involved in arranging or supervising work experience placements.

Working at Height

- working at height will be avoided wherever reasonably practicable. Where it cannot be avoided, suitable and sufficient control measures will be implemented.
- all equipment used for working at height is stored securely and is only made available to staff who are appropriately trained and authorised.
- equipment used for working at height is inspected at appropriate intervals, and pre-use checks are carried out where required. Records are maintained in line with Trust arrangements.
- risk assessments for working at height activities are completed with access to competent advice where required, and relevant staff are made aware of the control measures in place.
- specialist training is required for staff using specific access equipment such as ladders, step-ladders or tower scaffolds, as appropriate.
- appropriate personal protective equipment and suitable clothing and footwear are identified through risk assessment and must be used as required.
- contractors undertaking work at height must provide evidence of competence and suitable and sufficient risk assessments before work commences.

Infection prevention and control

The Trust follows national guidance published by the UK Health Security Agency (UKHSA) when responding to infection prevention and control issues. Arrangements are reviewed and applied where relevant to reduce the risk of infection and protect pupils, staff and visitors.

Key principles include:

- promotion of effective hand hygiene and respiratory hygiene practices
- appropriate use of personal protective equipment (PPE) where there is a risk of exposure to blood or body fluids
- maintaining a clean environment through suitable cleaning and disinfection arrangements
- safe management of blood and body fluid spillages
- appropriate handling of laundry and segregation and disposal of clinical waste
- safe management of contact with animals
- additional precautions for pupils who are vulnerable to infection.

The school will normally have been informed where pupils have medical conditions that make them more vulnerable to infection. Where exposure to specific infectious diseases occurs, parents/carers will be contacted promptly and further medical advice sought as appropriate.

The schools must follow recommended exclusion periods for infectious diseases in line with UKHSA guidance. In the event of an outbreak, epidemic or pandemic, the Trust will act in accordance with national public health advice in force at the time.

Appendix 1. Recommended absence period for preventing the spread of infection

Appendix 1 is provided for reference only. Recommended exclusion periods are taken from non-statutory guidance issued by the UK Health Security Agency and may be subject to change. In all cases, the most current UKHSA guidance and advice from the local Health Protection Team will take precedence

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the Health Protection Team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local Health Protection Team, School Health Advisor or Environmental Health Officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The Health Protection Team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local Health Protection Team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from Environmental Health Officers or the Local Health Protection Team.

Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your Local Health Protection Team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

Meningitis viral	None.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.