

East Midlands Academy Trust

Health and Safety Policy

'Every child deserves to be the best they can be'

Scope: East Midlands Academy Trust & Academies within the Trust	
Version: V7	Filename: Health and Safety Policy
Approval: August 2026	Next Review: July 2027 This policy will be reviewed annually by the Owner and approved by the FEPC committee
Owner: Head of Shared Services	

Revision History

Revision Date	Revisor	Description of Revision
July 2026 – V7	D Unitt Head of Shared Service	New policy developed in conjunction with EMAT's H&S Advisory Service to reflect an updated organisational structure and scheme of delegation
July 2025 – v6	K Hance Estates Manager	Changes to section 3.6.5 to reflect use of Smartlog. References to global pandemic removed to annexes.
July 2024 – v5	K Hance Estates Manager	Minor changes to 3.2.6 re Shared Services not Human Resources 3.7.5 Re Accident reports added to smartlog Update to working at height section
July 2023 – v4	K Hance Estates Mgr	Change reference from Covid 19 to 'Global pandemic' Reference use of Arbour parent portal Minor guidance updates
July 2022 – v3	K Hance Estates Manager	Updates to include minor adjustment re dates on HSE guidance and added Asbestos and Legionella sections (3.9 and 3.10).
July 2021 -v2	M Jaun Head of Governance	Updates to include (in line with policy provided by legal team) itemised breakdown of elements covered by the policy and stakeholder responsibilities
May 2020 -v1	M Juan Head of Governance	New EMAT Health and Safety Policy

1. Statement of Intent

It is the aim of East Midlands Academy Trust (EMAT) to comply with, The Health and Safety at Work etc. Act 1974 and all subsequent legislation. The Responsible body of all EMAT academies is committed to taking effective action 'so far as is reasonably practical' to ensure the health, safety and welfare of all the academy colleagues, pupils, visitors, contractors and any other person affected by its activities including: -

- Implement the requirements of the EMAT's Health and Safety policy.
- Provide adequate control of health and safety risks arising from our work activities.
- Make adequate arrangements for the health, safety and welfare of colleagues and pupils.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision for colleagues. To communicate any changes to policy to all colleagues within the organisation.
- Ensure all colleagues are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.

In addition

- Review and revise this policy as necessary at regular intervals

The Head of Shared Service based in the central team for the Trust acting on behalf of the Trustees will ensure that effective consultation takes place with all colleagues on Health and Safety matters and that all individuals are consulted before Health and Safety responsibilities are delegated to them.

Where necessary, the Head of Shared Service will seek specialist advice to determine the risks to Health and Safety in the establishment and the precautions required to deal with them.

EMAT has commissioned the services of Plumsun Ltd as responsible body for providing Health and Safety support to the Trust and its academies.

All colleagues must follow policy, procedures and guidance to ensure the maintenance of high standards of Health and Safety in all EMAT premises and activities. This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently, where there have been significant changes within EMAT.

2. Roles and Responsibilities

EMAT's academies will adopt its Health and Safety Policies, Procedures and Guidance.

Any EMAT Health and Safety Policies, Procedures and Guidance must not be amended in any way. Any proposed changes should be relayed to the Head of Shared Service who will review them with support from the Trusts Health and Safety Advisory Service and formally review via the Change Advisory Board.

This Health and Safety Policy should not be used in isolation, other policies and procedures relating to health and safety should also be referred to where appropriate i.e.

- First Aid Policy
- Premises Management Policy
- Asbestos Management Policy
- Lettings Policy
- Transport Policy
- Risk Assessments

Responsibilities of the Head of Shared Service

The Head of Shared Service will ensure that:

- Suitable and sufficient risk assessments of buildings and work activities are undertaken by appropriate colleagues, and that these are recorded and appropriate control measures are implemented 'so far as is practicable'
- Sufficient funding is allocated for Health and Safety e.g. in respect of training, protective equipment, any remedial work/service and maintenance of buildings
- Termly safety inspections are undertaken at each location by appropriate colleagues
- Inspection reports, including those from trade union Health and Safety representatives are considered and acted upon
- Health and Safety is routinely considered and monitored by the Local Advisory Board
- An annual Health and Safety audit will be carried out at every school and a member of Site team and school leadership will be part of the audit, in addition, an invitation will be extended to the schools LAB members attend, the result of a work will be a report detailing any actions and a scheduled for actions to be completed either by the school or Estates team, it is hoped eventually there will be a Health and Safety LAB Member Lead in place for every school
- A positive Health and Safety culture is established and maintained

Responsibility of the Head Teacher

Under EMAT's scheme of delegation Head Teacher, title refers to the individual registered with the Department for Education (DfE) on Get Information About Schools (GIAS).

Reports to the CEO and has responsibility for the performance and operational activity of the academy in line with Trust strategy, approach, ethos and values.

Shares information with the LAB about how the school operates to enable monitoring and scrutiny of key policies and improvement plans.



Each schools Head Teacher will be responsible for the following

- Any Accidents/Incidents/Near Misses occurring in their school are reported as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Their academy completes an accident/incident/near miss investigation where appropriate and implements actions required to eliminate/reduce the risks to the Health and Safety of people and buildings/equipment etc.
- Suitable and sufficient risk assessments of work and education activities are undertaken; a written record of the assessments is kept and that the assessments are reviewed annually or upon change of circumstances
- For high-risk activities, safe systems of work are identified via a risk assessment
Adequate and appropriate first-aid provision is in place, and a First Aid Needs Assessment should be carried out annually, a first aid needs assessment is a needs assessment which identifies the required first aid personnel, training to ensure safety for staff, pupils, and visitors. It considers the number of colleagues and pupils in school
- Information and advice on health and safety is acted upon and circulated to colleagues and LAB members
- Annual inspections are carried and actions or exceptions will be submitted to LAB, Central Team and Trustees
- There is co-operation with the shared service department in meeting its legal requirements in respect of monitoring of Health and Safety practices and procedures
- Colleagues are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Colleagues are provided with equipment and other resources to enable their work to be undertaken safely
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff
- Health and Safety is covered in weekly briefing meetings and communications/notes displayed for all employees to view

Responsibilities of all Senior Leadership Team

Deputy and Assistant Heads along with Operations Managers may be required to undertake any of the Heads of School / Executive Heads duties which have been reasonably delegated to them which may include responsibility for Health and Safety management.

Responsibilities of the Site Manager/ Site Supervisor

The Site Manager/Site Supervisor will ensure that

- Safe means of access and egress are maintained
- The sites are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Communication takes place with colleagues to alert them of any specific Health and Safety concerns in their working area
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated
- Regular visual inspections of all areas of the premises to take place at least half termly, with safety representatives invited to take part and records kept
- Boiler room inspections take place annually
- All compliance checks and tests are carried out before becoming overdue and accurate records maintained
- At least one copy of the Health and Safety Law poster is displayed in an easily accessible location

Responsibilities of all colleagues

Implementation of the policy is a management responsibility but the co-operation of all colleagues is essential.

All colleagues employed by the Trust will act responsibly to ensure that:

- They are familiar with, and comply with the Trust's Health and Safety Policy, procedures and guidance.
- They take reasonable care for their Health and Safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Head of School / Executive Head, Operations Manager or to their line manager, any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally via the EMAT Estates service desk.
- There is no misuse of anything that has been provided for Health and Safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary

All pupils should be encouraged:

- To follow safe practices and observe safety rules
- To follow instructions issued by a member of staff in case of emergency
- To not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms
- To inform a member of staff of any situation, which may affect their safety or that of another pupil

Finance Estates and People & Culture Committee

The Finance Estates and People and Culture Committee will report to Trust Board of Trustees. It is essential that the Finance Estates and People and Culture Committee work with the Head of Shared Service and the central team to support management to ensure not only compliance with the law, but to develop a positive health and safety culture within EMAT. The Trust recognises that when colleagues are pro-actively engaged in health and safety, workplaces have lower accident rates.

The Trust Compliance/Health and Safety Management Team shall consist of:

The Head of Shared Service and school operations managers or administrators all of EMAT's Academies it may also be appropriate to invite link Health and Safety LAB members.

3. Monitoring and Review of Health and Safety

EMAT understand that formal review and monitoring of health and safety performance is essential; it allows the Trust to establish whether the essential health and safety principles – strong and active leadership, worker involvement, and assessment and review – have been embedded in our Trust and tells us whether our systems and procedures are effective in managing risk and protecting people. Our process for monitoring reviewing and reporting on our policy and procedures include the following:

- Health and Safety premises audit / inspection
- Health and Safety records audit / inspection
- FEPC Committee Shared Service reports
- Annual Fire Risk assessments
- Monthly financial scrutiny meeting
- School Performance Reports
- Risk registers
- Reviews accident reporting, near miss, absence, health and wellbeing
- Colleague communication and feedback

Health and Safety audits

EMAT commission a third party to undertake 2 yearly inspections of the Trust's premises and paperwork to assess the effectiveness of the health and safety arrangements set out in this policy. Any non-conformities raised by the Health & Safety Advisor are discussed in the

management meeting and rectification actions are discussed to ensure a solution is agreed upon.

EMAT will carry out annual internal Health and Safety Inspections of the Trust's premises and paperwork to assess the effectiveness of the health and safety arrangements set out in this policy. Any non-conformities raised by the Health & Safety Advisor are discussed in the management meeting and rectification actions are discussed to ensure a solution is agreed upon

4. Arrangements for Health and Safety

Risk Assessments

Effective risk assessment is the foundation of all Health and Safety checks, and the Trust takes steps to ensure that all colleagues are confident and familiar with carrying out risk assessments and recording and reporting risks.

Risk assessments templates and completed forms are stored on the Trust's Online Compliance Management system with the exception of those for school trips which are stored on a dedicated Educational Visits Coordinator system. Site Managers/supervisors and Operations Managers responsible for keeping their academy's risk assessments up to date.

Risk assessments will be reviewed at least annually and after accidents, incidents and near misses, after any significant changes to workplace, working practices or staffing and after any form of notice has been served.

The matrix below (not a legal requirement) is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk. AAOLEV National Guidance approach to risk assessments is adopted by the Trust for Educational Visits.

	Very unlikely 1	Unlikely 2	50/50 3	Likely 4	Very likely 5
Trivial 1	1	2	3	4	5
Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20
Fatality 5	5	10	15	20	25

Table taken from section 4.1 of *Practical Health and Safety in Secondary Schools* by Gill O'Donnell

Training and Competence

Health and safety induction training will be provided for all new colleagues and for work experience placement students. Colleagues depending on their roles, may be required to read Health and Safety related policies and digital records will be retained to record that policies have been read and understood

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

Curriculum / Subject Specific Health and Safety training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.

Strategic Health and Safety Management and Premises Management Training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.

All colleagues will have a health and safety training record which will be stored in the Trust's learning management system

Reporting of Accidents/Incidents/Near Misses

All accidents and incidents, whether they result in an injury or not, will be internally logged and depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE or Local Authority). Incidents that require a report are known as RIDDOR reportable accidents.

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

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

Accidents that are logged for internal investigation only are known as non-reportable accidents. The main purpose of both logging non-reportable accidents and reporting RIDDOR reportable accidents is that information can be obtained regarding the cause of the incident to allow steps to be taken to prevent a similar occurrence happening in the future. It is the understanding of EMAT that the definition of accident/incident/near miss are:

- Accident - any event that results in injury, ill health or intervention by a first aider for comfort or treatment

- Incident - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse that result in damage to property.
- Near miss - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

In the event of an accident or near miss occurring on site or off site during a Trust organised event then

- The first EMAT colleague that is aware of the accident or near miss will immediately report to whomever is in charge. A first aider will make an assessment of the injury as soon as possible.
- Parent/Guardian/Emergency contact will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of academy staff will accompany the pupil to hospital and wait for the parent to arrive.
- Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.
- Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.
- The Trust utilises the accident reporting procedure within the online compliance portal and these forms and findings are reviewed by the school's nominated person, the Trust's Shared Service Manager and the Estates Manager. Trends are then reported at LAB and or FEPC meetings
- The Head of Shared Service and Plumsun should be notified in the event of a RIDDOR reportable accident or an accident which the school feels has the possibility of being a claim at any point. In these circumstances a full investigation will be carried out and documented by Plumsun with the support of the Head of Shared Service
- RIDDOR reports are the responsibility of Head Teacher however this can be delegated to members of their senior leadership team or the schools nominated First Aid Lead. The report must be submitted via the HSE website as soon as possible (where applicable).

Medicines

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

- We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our *Supporting Pupils with Medical Conditions and Administering Medication Policy*

Workplace Safety

- The Trust will take reasonable steps to ensure that the academy environment and workplace is reasonably safe for pupils, colleagues and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in schools, and both contribute to good Health and Safety practice.
- Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader.
- Certain departments such as science labs and design technology workshops will have more Health and Safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities

Site Security and Visitors

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

To ensure that our school is a secure environment we:

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

Display Screen Equipment (DSE)

The Trust recognises the importance of taking into consideration the Health and Safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous Amendments) Regulations 2002

Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The Trust adopts the following precautions to ensure a safe system of work for any colleagues. Colleagues deemed to be regarded as 'Users' (under HSE guidelines) of DSE will be identified by the academy's operations manager and be assigned DSE training delivered by the Trust online training portal, they will also be expected to carry out their own DSE risk assessment which

must be review every 12 months or until they no longer can be classed as a 'user' under HSE guidelines.

Results from the findings of the risk assessment will then be reviewed and actioned by the school's Operations Manager and remedial works carried out if required. Support can be sought from the Trust's Health and Safety Advisory service if required.

Eye test vouchers will be made available upon request to colleagues identified as a DSE 'user'. Only "users" are entitled to receive corrective appliances paid for by the academy. 'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work. There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

Manual handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or inanimate, such as a box. The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable. EMAT recognises that manual handling problems often come from a poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

The responsible person, Site supervisor / site manager, operations manager, or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Where possible Information, instruction and training will be provided to colleagues
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury The following guidelines should not be



exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- Force to stop or start the load Male 20kg, Female 15kg
- Sustained force to keep the load in motion Male 10kg, Female 7kg

All colleagues must complete on-line manual handling training as part of their mandatory training obligations.

Building Safety Management (BSM)

The 'Responsible Person' has a duty to provide and maintain a working environment that is safe and without risk to health. Information required in the BSM records are:

- Installations that are currently in place
- Testing/check/service/maintenance regime
- Competent persons completing testing/check/service/maintenance regime(s)
- Names and job title where relevant

All such information will be recorded in the Trust's compliance MIS(Management Information System). Evidence of visits and contractor visit reports will be scanned and uploaded to the system as evidence of compliance.

Electrical Safety

The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. The following apply in schools:

Competent Persons to undertake maintenance or repair of electrical installations and Portable Appliance Testing (PAT). Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance. Without exception, such work should be allocated to an individual with appropriate training and expertise. Under no circumstances will academy colleagues work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training is required as evidence. Day to day testing of electrical equipment could be the task of a delegated colleague e.g., Site Manager/Supervisor who has received the necessary training and equipment for this task.

Risk Assessment

Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

Visual inspections and tests

All portable appliances should be visually inspected at the beginning of each term, but more frequently if their use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal

damage, bare wires and the correct fuse. Whilst using electrical equipment all colleagues should be aware of the requirement to report any instances where equipment appears to be faulty or unsafe to use. All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g., refrigerators, will need inspecting and testing infrequently. PAT must be carried out by someone with the necessary knowledge and experience to carry out a test and interpret the results and should be completed in accordance with the findings of the risk assessment. All our academies have an annual inspection of all portable equipment carried out by approved contractors. A record of the tests is maintained and available for examination and the equipment itself should be marked with some form of Identification, with the date of the most recent test included on a label.

All damaged or faulty equipment must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely. The Site Supervisor/Site Manager or Operations Manager is responsible for the safe disposal of faulty equipment.

Fixed Electrical installations

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters, provided they have been adequately maintained), should be inspected by a competent person at least every five years. More frequent inspection and testing will be necessary if the installations are subject to damage and abuse. A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept on site and a digital copy maintained on the Trusts compliance management system.

Equipment should always be visually checked before use, in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

Note: Any accidents/incidents/near misses involving electricity may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR).

Preventing accidents with electricity

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances. Staff must not bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons. No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register. Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The Estates Manager, Site Manager/Site Supervisor or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out. You can check this by contacting the

Gas Safe Register online or by calling them on 0800 408 5500

Gas works includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply
- The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

The Estates Manager, Site Manager/Supervisor or their delegated colleague will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably practicable, danger to persons or property
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury,
- A competent engineer is used to install, maintain or repair appliances
- That gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked for adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys

If you suspect a gas leak:

- Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas

- For LPG call the supplier. If in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

Maintenance

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Estates Manager or the delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced. It should not be used in poorly ventilated spaces.

General repair and maintenance checks

Checks should be completed daily by the Site Manager/Supervisor, and any repairs and maintenance that are identified must be reported logged on the compliance management system or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any). Photos of the works done
- Name of the person reporting
- Date work was completed. All daily/weekly/monthly repairs and maintenance / compliance checks will be recorded in the Clear Risk Management System.

Constructions/Building work/Refurbishment or Demolition

Under no circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting with the CEO & Deputy CEO. The person responsible for contractors on academy premises is the Estates Manager or their delegated staff member and/or where applicable the CEO or the Deputy CEO. The person responsible or delegated person should complete the suitability check* of all contractors to ensure that they have taken all reasonable steps possible. Contractors must be aware of their duties and comply with the CDM Regulations. See Site Rules that must be provided to the contractor prior to works commencing.

*see suitability check form.

Legionnaires' disease.

In order to comply with HASAW, the Estates Manager or their delegated person who is the duty holder is to ensure the following in relation to the risk of legionella:

- Identify and assess the sources of risk to which employees, pupils or visitors may be exposed within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth -this includes legionella
- Identify the hot and cold-water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C
- Identify all areas or services capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks
- Identify whether there are susceptible individuals present that may be exposed to such aerosols

To manage the risk, the following guidance should be followed:

Weekly tasks

- Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimise aerosol release when implementing a flushing programme.

Monthly tasks

- Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters
- Water temperatures in the flow and return pipes to be monitored and recorded.
- Hot water temperatures should be recorded from outlets after 1 minute of operation.
- Cold water should be tested after 2 minutes of operation
- A programme should be set to ensure that all the taps within the building are checked at least once, annually

Quarterly

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis.

Half yearly

- The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions Annually
- The condition of the tanks should be reviewed annually.

Where the presence of organic material, vermin and water quality deterioration is identified remedial actions should be conducted. Where required a sample should be taken from the drain outlet.

School holidays, low occupancy periods. Six-week summer break

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation, including the growth of legionella within the academies' water systems and services. The following actions should be recorded:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly
- When the school is not in use at all during the holiday periods outbuildings and sports halls/gyms etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded.
- Water samples should also be considered for collection prior to the start of the new term.
- All testing of legionella areas must be completed and records kept on file and are easily available for inspection.

Machine maintenance

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

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's Health and Safety is not at risk;
- inspected in certain circumstances to ensure that it is, and continues to be, safe for use.

Inspections are carried out by a competent person (this could be a colleague if they have the necessary competence to perform the task) and a record kept until the next inspection.

The Trust ensures that risks created using equipment are eliminated where possible or controlled by:

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

Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents following a fall from height, where the underlying cause was a slip or trip.

Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing.

Slip and trip accidents in education premises happen for several reasons. They typically involve:

- Colleagues or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces
- changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages.
- and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents the Trust will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space
- Ensure all colleagues undertake mandatory Slips Trips and Falls training

Working at Height

The definition of working at height as defined by HSE is *“work in any place where, if precautions were not taken, a person could fall a distance ...*

Generally, this is the carrying out of any work activity above the ground level. The Trust will ensure that appropriate access equipment is provided and available for all working at height eventualities be that by way of mobile hop-up, step ladders, ladders and tower systems or MEWPS (Mobile Elevating Work Platforms).

Colleagues are to make sure work is properly planned, supervised if required, and carried out with the skills, knowledge, and experience to do the job. The right type of equipment must be used for working at height.

Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

Before working at height follow these simple steps:

AVOID work at height where it's reasonably practicable to do so.

Where work at height cannot be easily avoided,

PREVENT falls using either an existing place of work that is already safe or the right type of equipment

MINIMISE the distance and consequences of a fall by using the right type of equipment

When working at height you should:

- do as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

All EMAT colleagues are required to undertake work at height training session as part of the Trusts mandatory training which is an online course on the Trusts online training portal.

Control of Substances Hazardous to Health

There are areas in the Trust sites where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept preventing the misuse or accidental misuse of such substances. The precautions the Trust takes include:

- The safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the estates office in every academy or reception in head office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only colleagues that are trained to use these substances will have access to them. These colleagues will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).
- Substances that are for use in the science classrooms are under the responsibility of the science department manager.
- All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

Asbestos

The control of Asbestos Regulations 2012 places a duty of care on the Trust to carry out Asbestos surveys at each school and to have in place an Asbestos Management plan in accordance with the Trust's Asbestos management policy. These are held in the Trusts compliance management systems and on site in the Estates office and are regularly reviewed. The control of asbestos regulations 2012 state that, if existing asbestos containing materials are in good condition and are not likely to be damaged, they can be left in place; their condition monitored and managed to ensure they are not disturbed. It is this Trusts intention to remove where practicable any asbestos likely to be disturbed which cannot easily and effectively be encapsulated.

Any asbestos removal will only be carried out by a licenced contractor and never by site personnel.

Intrusive/Refurbishment works or demolition works will where required, have additional Asbestos Refurbishment and Demolition (R&D) surveys carried out.

Fire Safety and Evacuation

The **Responsible Person** for fire safety is the **CEO** who has overall responsibility for ensuring compliance with fire safety legislation and implementing appropriate fire prevention and emergency procedures.

The Responsible Person will delegate their responsibility to Estates Manager and ensure:

- Suitable and sufficient fire risk assessments are carried out and reviewed regularly.
- Implementation and monitoring of fire safety arrangements.
- Fire detection, alarm systems, emergency lighting, and firefighting equipment are maintained and tested.
- Escape routes and fire exits are clear and accessible.
- Appropriate fire safety signage is displayed.
- The arrangement of fire safety training, induction, and regular evacuation drills.
- The appointment Fire Marshals where necessary and ensure they receive appropriate training.
- The investigation of fire incidents and implement corrective actions.
- The review of fire safety procedures following significant changes or incidents.
- All staff take mandatory fire awareness training.

All colleagues are responsible for following fire safety procedures:

- reporting fire hazards or defects,
- participating in training and fire drills,
- cooperating with the Responsible Person to maintain a safe working environment.
- Fire risk assessments are carried out, recorded, and regularly reviewed for site
- Fire alarm safety checks are carried out regularly and recorded.
- Each academy carries out whole school fire drills once a term. There are emergency exits located and signposted around the academy, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site.
 - Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

- The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are.
- Emergency lights are tested along with the other fire maintenance checks.

Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training is provided at the outset.

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with Health and Safety and Food Hygiene. Whether these duties are carried out by pupils, colleagues or contractors it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

The Trust takes all allergies seriously and it is important that **parents of pupils inform the Trust immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Work-related Wellbeing and Stress

The Trust takes the health and wellbeing of all colleagues very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any colleague who is experiencing stress to talk to their manager or a member of the senior management team, and the academy will do everything that it can to support them. We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problems.

The Trust recognises that stress may be a key area of concern for employees. For the duration of this policy, through Vivup, the Trust have a contract in place for all employees to access an employee assistance programme (EAP). The EAP is a confidential service that enables colleagues to discuss personal or workplace issues that might be impacting their performance, wellbeing, mental or physical health. The service includes an assessment and short-term counselling. For details of the employee assistance programme contact the People and Culture Team

Off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. All school trips adhere to AAOLEV National Guidance, and all high-risk trips are approved by an Outdoor Education Visits Adviser (AAOLEV). Before any activity is allowed to take place the board of trustees will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- proposals for certain types of visit have been assessed, e.g., those involving an overnight stay or overseas travel, and submitted to the LA if appropriate
- a sufficient level of insurance is in place
- the headteacher or group leader reports back after the visit.

Off-site visits are carefully planned and detailed information obtained in relation to:

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