

The GORSE Academies Trust Health & Safety Policy

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Annex 1 – Table of Substantive Changes from March 2024

This table explains where we made substantive changes.

	Throughout the document reference to the health and safety manager has been amended to local health and safety manager
	References made throughout this policy to additional HSE guidance moved to Appendix 1 (pages 66-69)
	Links to HSE support documentation have been inserted throughout this document
Page 7-8	2.8 – Suggested participants in the trust Health & Safety Committee move to Appendix A (page 62)
Page 8	2.9 – Wording amended Sentence added referencing principal training requirement
Page 10	2.11 – Responsibilities of the role moved to Appendix B (pages 62-63)
Page 10	2.12 – Responsibilities of the role moved to Appendix C (page 63)
Page 10	2.13 – Responsibilities of the role moved to Appendix D (page 63)
Page 10	2.14 – Responsibilities of the role moved to Appendix E (page 64)
Page 10-11	2.15 – Further guidance referencing the responsibilities of the Local Governing Body moved to Appendix F (page 65)
Page 11	2.16 – Guidance pertaining to participants and agenda topics of the local Health and Safety Committee moved to Appendix G (pages 65-66)
Page 16	3.3 – Titles amended to incorporate assistance dogs Reference added to the Animal Welfare act 2006
Page 21	3.7 – Wording amended
Page 24-26	3.10 – Wording amended
Page 26-27	3.11 – Section added covering Enhanced Disclosure and Barring Service (DBS) Check
Page 34-35	3.16 - Rules and practices merged
Page 36-38	3.19 – Wording amended to incorporate requirement for risk assessment review and amendments
Page 44	3.25 – Wording amended Sentence added pertaining to retention of training data
Page 46	3.29 – Section added covering renewable energy sources
Page 47-50	3.31
Page 51-52	3.33 – Wording amended Reference to required checks moved to Appendix H (pages 66-67)
Pages 53-54	3.37 – Reference added to the use of medical cannabis and cannabis oil
Page 54-56	3.38 - Wording amended
Page 56-57	3.39
Page 57-59	3.40 – Reference added to trust environmental strategy
Page 60-61	3.42 – Section added covering work experience/placements

HEALTH AND SAFETY ACROSS THE GORSE ACADEMIES TRUST

The GORSE Academies Trust (GORSE) has overall responsibility for the health, safety and welfare of staff, trainee teachers, pupils, visitors, and contractors in its establishments. GORSE recognises that decisions about workplace health and safety should take account of the views and priorities of the workplace as well as the management team and pupils. When staff and pupils are actively engaged in health and safety, the end result is fewer accidents, better health, and improved achievements.

GORSE will support its establishments in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a trust-wide safety committee will cover all the establishments within GORSE. This will operate under the terms of the Safety Representative and Safety Committee Regulations 1977. This committee will meet termly. This committee is in addition to establishment-based committees dealing with health and safety which will report to this trust-wide committee.

Although overall accountability for health and safety lies with GORSE, day-to-day responsibility for the health and safety of staff, trainee teachers, pupils, visitors, and contractors in individual establishments is delegated to the principal, who in turn delegates particular responsibilities and functions to other staff.

The Local Governing Bodies of establishments within GORSE are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the principal, Senior Leadership Team, and relevant staff of each establishment to support good health and safety management.

Although this Health and Safety Policy covers GORSE and its establishments, it is still the responsibility of each establishment, principal, Local Governing Body, and local Health & Safety Committee to identify, implement and monitor appropriate control measures to protect the health, safety and welfare of all staff, trainee teachers, pupils, visitors, and contractors. This will include ensuring compliance with all relevant trust-wide policies, structures, systems, procedures, and practices.

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THE GORSE ACADEMIES TRUST HEALTH & SAFETY POLICY

1 Statement of Intent

- 1.1 GORSE, and each of its establishments¹, will fulfil their moral and statutory responsibilities for health, safety, and welfare by ensuring that robust policies, structures, systems, procedures, and practices are in place, and underpinned by a culture where health and safety is everyone's responsibility. The trust expects that all staff and stakeholders will play their part in delivering, supporting, and reinforcing its health, safety, and welfare commitments.
- 1.2 The Board of Trustees, Governing Bodies, principals and senior leadership teams are fully committed to ensuring the health, safety and welfare of all staff, trainee teachers, pupils, visitors, contractors, and other persons who may be affected by their activities.
- 1.3 Our aims are to:
- Provide and maintain a safe and healthy working environment ensuring the welfare of all staff, trainee teachers, pupils, visitors, contractors, and other affected persons
 - Promote the principles of sensible risk management
 - Ensure a systematic approach to the identification and control of risks
 - Prioritise and allocate adequate resources to support sensible risk management
 - Maintain control of health and safety risks arising from our activities
 - Comply with statutory requirements as a minimum standard of health and safety
 - Consult with all staff on matters affecting their health, safety, and welfare
 - Provide and maintain safe systems of work, premises, equipment, and machinery
 - Ensure safe handling, storage, and use of substances
 - Provide appropriate information, instruction, and supervision for everyone
 - Ensure staff are suitably trained and competent to do their work safely
 - Assess risks, record significant findings, and monitor health and safety arrangements
 - Develop and maintain a positive health and safety culture through regular communication and consultation with staff, pupils and their representatives on health and safety matters
 - Review and revise health and safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
 - Monitor, review, and modify this policy and any arrangements as required
- 1.4 Further details of how these aims will be achieved are given in the organisation and arrangements section of this Health & Safety Policy, along with other supporting policies, structures, systems, procedures, and practices.

Sir John Townsley BA (Hons) NPQH – Chief Executive Officer, The GORSE Academies Trust

Signed Date

Mrs Anne McAvan BA (Hons) NPQH – Chair of the Board, The GORSE Academies Trust

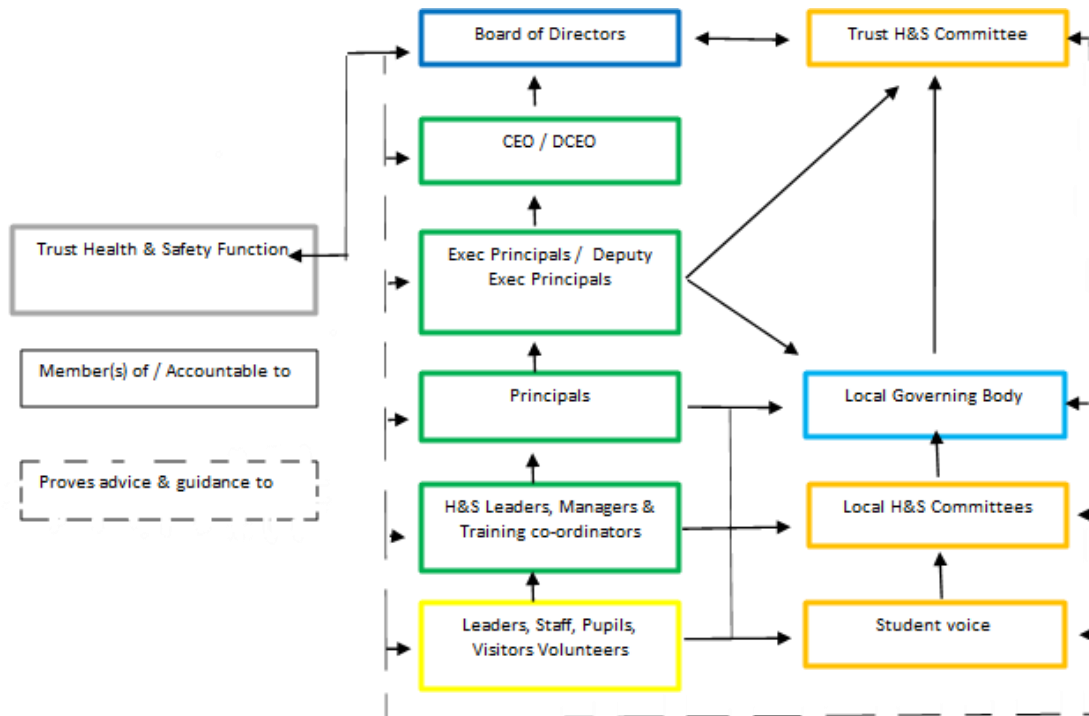
Signed Date

¹ The term establishments include all academies, colleges, and premises under the control, or a part of, the trust.

2.0 Organisation

The purpose of this section is to highlight the general health and safety roles, responsibilities and accountabilities across the trust and its establishments. It is not designed to be exhaustive, there may be other roles, responsibilities and accountabilities that apply to staff, pupils, and other functions that each person will need to make themselves aware of. These can typically be found in other areas, for example, other policies, structures, systems, procedures, practices, risk assessments, safe systems of work, contracts of employment, job descriptions and service agreements.

2.1 Organisational Structure: Health & Safety



2.2 Trust Board of Directors and Governing Body

The trust Board of Directors and Governing Body has overall responsibility to ensure compliance with health and safety legislation across all their establishments which form part of the Multi Academy Trust.

To enable the trust to meet their requirement, the principals and Local Governing Bodies, along with various appointed health and safety roles, will manage day-to-day health and safety matters, and ensure the health, safety and welfare of their staff, trainee teachers, pupils, visitors, and contractors within their establishments and any other premises under their control.

The trust Board of Directors and Governing Body will:

- Determine the Health & Safety Policy and its implementation across the trust
- Allocate sufficient resources for health and safety to ensure compliance with this policy
- Establish clear lines of accountability and responsibility for health and safety
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are identified and implemented
- Identify, evaluate, and update existing or additional arrangements for controlling risks resulting from any related health and safety inspections, audits, accidents, incidents or near misses

- Provide access to competent health and safety advice in the form of the trust health & safety function and/or other adequate third-party support

2.3 Chief Executive Officer (CEO)

The CEO is accountable to the trust Board of Directors for ensuring all aspects of health and safety are completed by individual or groups mentioned within the Organisation section of the Health and Safety Policy. The CEO, as a member of the trust Board of Directors, therefore, sits within this function on the organisation chart. The CEO is accountable for ensuring that the relevant duties under this policy are effectively delegated to, and discharged by, the Deputy Chief Executive Officer (DCEO) the executive principals and deputy executive principals for the educational settings they are responsible for.

2.4 Deputy Chief Executive Officer (DCEO)

The DCEO will work closely with the CEO, executive team, and the Board of Directors, to drive and deliver the organisation's Health and Safety Policy.

2.5 Executive Principal and Deputy Executive Principals

The executive principal and deputy executive principals are accountable to the CEO, DCEO and the trust Board of Directors for managing all aspects of health and safety within their assigned educational settings. They are responsible for ensuring that the relevant duties under this policy are effectively delegated to, and discharged by, the principal at each of their assigned trust establishments.

2.6 Director of Estates Management

The director of estates management is responsible for providing a suitable health and safety management system for the trust and providing advice and guidance to the CEO, DCEO, executive principals, principals, and trust establishment colleagues on all aspects of health and safety. The director of estates management manages, and is accountable for, all trust health and safety functions.

2.7 Trust Health & Safety Function

The trust health & safety function has been established for the provision of advice and guidance on both day-to-day and strategic management of health, safety and welfare across the trust and its establishments. This function will advise, guide and co-ordinate trust-wide health, safety and welfare matters on behalf of and under the direction of the trust Board of Directors.

The purpose of the trust health & safety function is to:

- Provide advice on the interpretation of relevant legislation and statutory guidance
- Provide assistance with the strategic planning and implementation of health, safety and welfare arrangements across the trust and its establishments
- Support investigations into serious or RIDDOR reportable accidents, incidents and near misses
- Conduct formal inspections and audits of the health, safety and welfare arrangements across the trust and its establishments, including provision of reports to the trust Board of Directors, establishment principals and Local Governing Bodies
- Assist and support the coordination of health, safety and welfare arrangements across the trust and its establishments

2.8 Trust Health & Safety Committee

The trust Health & Safety Committee will meet at least twice per academic year to monitor and discuss the health and safety performance across the trust and its establishments, and will ultimately report to, and be held accountable by, the trust Board of Directors. It must recommend any actions necessary should the health and safety performance appear to prove to be unsatisfactory. The trust Health &

Safety Committee must be kept informed of all changes in policies, procedures, practices, systems, new guidance, accidents, incidents, near misses, training and other related health and safety matters.

The purpose of the trust Health & Safety Committee is to:

- Take into account this Health & Safety Policy, including its statement of intent
- Provide oversight and assist in regular reviews and monitoring of the implementation of this Health & Safety Policy and its arrangements across the trust and its establishments
- Review training, compliance, inspections, audits, accidents, incidents and near miss reports
- Determine appropriate improvement or corrective actions and the allocation of resources
- Review and make recommendations on health, safety and welfare arrangements, improvements and/or action plans
- Review, and advise on, the effectiveness of existing health, safety and welfare arrangements across the trust and its establishments
- Review any other items raised by the trust health & safety function, appointed health & safety leaders, local Health & Safety Committees, management, or staff representatives
- Review and cascade relevant updates, changes to legislation and guidance, and/or best practices identified internally within or externally to the trust and its establishments
- Monitor the progress of any identified corrective actions, improvements, and action plans

Guidance covering the suggested participants in a trust Health & Safety Committee and required agenda topics can be found in appendix A.

2.9 Principals

Each Principal has overall accountability for ensuring the effective management of health and safety across their establishment, and in particular, must either directly, or through appropriate delegation, leadership, and enforcement:

- Ensure full implementation and compliance with this Health & Safety Policy, in all areas of their establishment, and across all relevant activities under their control
- Undertake a H&S induction based around the details contained in the Principal Health & Safety Induction Checklist (GORSE-HSF-011)
- Attend relevant health and safety training including IOSH Managing Health and Safety in the Education Sector
- Appoint a named health & safety leader, local health & safety manager and health & safety training coordinator to assist them in managing day-to-day health, safety, and welfare matters
- Establish and enforce clear lines of accountability for health and safety at their establishment
- Ensure that a system for the management of health and safety is in place whereby all significant risks to health and safety are identified and those risks eliminated or controlled, including the implementation, continuous review, and, where appropriate, approval of individual, pupil and educational visit risk assessments and documentation
- Ensure staff, trainee teachers, pupils, visitors, and contractors at their establishment are aware of, and comply with, this Health & Safety Policy, including their responsibilities identified herein, through appropriate and effective delegation, management, and leadership
- Maintain a plan for the continual management of health and safety as part of the establishments' objectives, which should be regularly monitored and reviewed
- Ensure that all staff and pupil health and safety training needs are identified, planned, and provided at the earliest opportunity, and on a regular basis, with the support of the appointed health & safety training coordinator
- Ensure that all accidents, incidents and near misses causing injury or damage, or with the potential to do so, are fully investigated, and any required action(s) taken in a timely manner to prevent recurrence
- Review health and safety reports from the trust health & safety function and/or outside agencies and consider the actions to be taken to address any issues or concerns raised
- Regularly inspect and audit their premises to ensure compliance with this policy and to ensure that suitable standards of health and safety are being achieved and maintained

- Ensure that information on hazards and precautions relevant to activities, premises, materials, and plant under their control are available and communicated to all affected persons
- Ensure that all relevant notices, records, and registers are maintained and/or displayed
- Consider, and where necessary act on, any health and safety concerns or recommendations raised by staff, trainee teachers, pupils, visitors, contractors or authorised health and safety representatives
- Ensure that senior leaders and managers are involved in health and safety inspections, audits, and investigations within the activities and/or areas under their control
- Ensure, to the best endeavours, that health and safety legislation and rules are adhered to
- Ensure adequate staffing levels are maintained, where required for health and safety reasons
- Ensure any equipment or materials purchased meets appropriate safety standards
- Ensure that adequate first aid, fire, emergency, and security arrangements are in place
- Where construction or refurbishment work is being planned or carried out within any premises under their control, ensure that the relevant duties as the 'client' under the Construction (Design and Management) Regulations 2015 are fully met, including the appointment of a principal designer and principal contractor, where such activities involve more than one contractor

2.10 Appointed Health & Safety Leaders

Each establishment must have a named health & safety leader, who shall be appointed by the establishment principal. They shall have joint responsibility with the principal for ensuring effective health and safety management across their establishment, and in particular, must:

- Ensure that those with responsibilities highlighted in sections 2.5, 2.7 and 2.8 of this policy are effectively discharging their responsibilities and that these are reviewed on a regular basis
- Establish effective, ongoing communication with the principal on all relevant health, safety and welfare matters across their establishment
- Form a close working relationship with and assist the lead governor for health & safety to ensure that they adhere to their own responsibilities as outlined within this policy
- Chair their Local Health & Safety Committees in the absence of the principal
- Attend and support, on behalf of their establishment, each trust Health & Safety Committee
- Any corrective actions, remedial works and improvement plans identified by inspections, audits and compliance checks are recorded and addressed in a timely manner
- Ensure investigations are supported and appropriate actions are taken to prevent recurrence
- All relevant accidents, incidents and near misses are recorded and investigated

2.11 Appointed Local Health & Safety Managers

Appointed local health & safety managers are responsible for undertaking a wide range of health and safety related duties on behalf of, and under the direction of, their principal and appointed health and safety leader. Unless otherwise stated, the operations, business or site manager should be appointed local health & safety manager for their establishment. They shall also act as the competent person for asbestos, fire, and legionella management related matters.

If there is no operation or site manager at the establishment, the principal must ensure that another named individual is appointed to undertake the duties of the local health & safety manager.

Appointed local health & safety managers are to work within the parameters of their responsibilities, competence, and training, and in accordance with any relevant risk assessment, policies, procedures, safe systems, or work/permits to work, etc. they must seek appropriate guidance and direction from the principal and the trust where required.

Further guidance covering responsibilities of the appointed local health & safety manager can be found in appendix B.

2.12 Appointed Health & Safety Training Coordinators

Each establishment must have a named health & safety training coordinator, who shall be appointed by the establishment principal. They shall be responsible for ensuring that all health & safety training needs and requirements are identified, planned, coordinated, arranged, and monitored across their establishment. This role may be fulfilled by the appointed local health & safety manager, or health & safety leader, where required.

Further guidance covering responsibilities of the appointed health & safety training coordinators can be found in appendix C.

2.13 Appointed Lead Governors: Health & Safety

The primary role of the health & safety lead governor is to ensure the establishment is meeting its statutory requirement in relation to providing a safe learning environment for all pupils and staff, and that their establishments are conducting appropriate checks, inspections, and audits to satisfy their legal obligations.

Further guidance covering responsibilities of the appointed lead governors: health & safety can be found in appendix D.

2.14 Health & Safety Representatives or Other Similarly Appointed Persons

The trust and its establishments recognise the role of health & safety representatives appointed either by a recognised Trade Union under the Safety Representative and Safety Committee Regulations 1977 or elected by relevant staff under the Health & Safety (Consultation with Employees) Regulations 1996. If there are not appointed or elected health & safety representatives, the chair of the trust and local Health & Safety Committee may appoint or act in such a capacity for such staff or group of staff.

Representatives and other similarly appointed persons must be suitably qualified and competent to undertake their assigned roles and responsibilities.

Further guidance covering responsibilities of the health & safety representatives can be found in appendix E.

2.15 Local Governing Bodies

Local Governing Bodies must ensure that a positive health and safety culture is established, developed, and maintained at their establishment. They have responsibility for monitoring and assessing the health, safety and welfare standards and compliance at their establishments, and for ensuring that principals and appointed health and safety leaders are effectively discharging their responsibilities outlined within this policy.

Further guidance covering responsibilities of the Local Governing Body can be found in appendix F.

2.16 Local Health & Safety Committees

Each local Health & Safety Committee must meet at least once per term to monitor and discuss health and safety performance across their establishment. It will ultimately report to, and be held accountable by, the establishment principal. It must recommend any actions necessary should the health and safety performance appear or prove to be unsatisfactory at their establishment. The local Health & Safety Committee must be kept informed of all changes in policies, procedures, practices, systems, new guidance, accidents, incidents, near misses, training, and risk related matters.

Guidance covering the suggested participants in a local Health & Safety Committee and required agenda topics can be found in appendix G.

2.17 Senior Leaders, Department Heads, Managers and Supervisors

All senior leaders, department heads, managers and supervisors at each establishment have general responsibilities for promoting a positive health and safety culture, and ensuring that all necessary health, safety and welfare requirements and standards are met, within their respective functions, teams, and areas of responsibility.

Any member of staff with leadership, management or supervisory responsibilities must:

- Make themselves familiar with this Health & Safety Policy, including any supporting policies, structures, systems, procedures, practices, and instructions, and ensure the implementation and compliance with this Policy within their areas of responsibility
- Identify hazards, undertake and/or review risk assessments, and implement and monitor any agreed control measures to effectively manage such hazards, and the associated risks
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with, and that any necessary corrective or improvement actions are taken in a timely manner
- Inform, instruct, train, supervise and communicate with staff under their influence and provide them with equipment, materials, and personal protective equipment (with suitable documented instruction, training, and supervision, where necessary) to enable them to work safely
- Ensure that new and existing staff have received appropriate inductions and training commensurate with their role, responsibilities, and duties within a reasonable time of joining the establishment, any relevant training needs and requirements are identified, monitored, and arranged, and appropriate training records are maintained for such induction and training
- Report all accidents, incidents and near misses, investigate the causes of such occurrences and take appropriate corrective or improvement actions to prevent recurrence
- Be responsible and accountable for all aspects of health and safety in their job description
- Ensure that all statutory registers and records are adequately maintained
- Work closely with the appointed health & safety leader, local health & safety manager and Health & Safety Training Coordinator to help them discharge their responsibilities under this policy
- Ensure that staff and pupil responsibilities highlighted under sections 2.18 and 2.19 of this policy are effectively communicated to all relevant staff and pupils at the beginning of each academic year, and routinely monitored and enforced

2.18 All Staff (including Support Staff, Trainees, Apprentices, Teachers, and Volunteers)

There is a general duty for each individual staff member to identify and comply with any and all policies, procedures, systems, practices, and methods of work relevant to their role and responsibilities, particularly in respect of health, safety, and welfare.

All staff have a statutory obligation to co-operate with the trust and its establishments, and to take care of their own health and safety, and that of others affected by their actions and activities by:

- Ensuring they are aware of, and abide by, this Health & Safety Policy, and any other supporting policies, procedures, and practices
- Supporting and adhering to any and all relevant health, safety and welfare arrangements that are in place at their establishment or associated with their roles and responsibilities
- Conducting, reviewing, and adhering to any risk assessments for activities under their control
- Ensuring all staff, trainee teachers, pupils, visitors and contractors under their control or influence are aware of their individual health and safety responsibilities and are being monitored appropriately
- Ensuring their own work area and activities, as well as any other areas and activities under their control are managed effectively to reduce any relevant health and safety risks

- Not negatively interfering with health and safety arrangements or misusing equipment
- Complying with all policies, procedures, and instructions, whether written or verbal, which are in place for their own protection and the protection of those who may be affected by their actions
- Reporting all health and safety concerns, including all accidents, incidents or near misses they encounter or identify, to their representative or other appropriate member of staff
- Any new processes, activities or equipment, or changes to such, within their area of responsibility, are assessed and control measures implemented and effectively managed
- Carrying out periodic inspections of their areas of responsibility, including pre-use checks of any equipment, products, areas, premises, and machinery, and taking prompt action to report and/or address any identified hazards
- Assisting with investigations into accidents, incidents or near misses, where required
- Avoiding any acts or omissions that may prejudice or cause harm or ill health to others
- Supporting the appointed health & safety leaders, local health & safety managers and health & safety training coordinators in discharging their responsibilities, where necessary

2.19 Pupils

Pupils are expected to behave in a manner that reflects the trust and their establishment's standards of behaviour, which include:

- Taking reasonable care for their own, and others, health, safety, and welfare.
- Co-operating with teaching and support staff, following any reasonable instructions given.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of ensuring the health and safety of themselves and others.
- Observing health, safety and hygiene standards of dress including the wearing of jewellery as stated on the establishment's website.
- Reporting to a teacher or other member of staff any health, safety or welfare concerns they may have, including any accidents, incidents or near misses they encounter or identify.

2.20 Contractors

All contractors have a duty to cooperate and coordinate with the trust and its establishments, whilst taking care of their own health and safety, and that of others who may be affected by their actions or activities.

Contractors working on any trust or establishment premises must ensure:

- Their staff and any appointed subcontractors are inducted by an authorised member of staff at the establishment where they are working prior to undertaking any work or other activities
- Their staff and any appointed subcontractors sign in on arrival and sign out on departure
- They have access to and comply with this Health & Safety Policy, whilst ensuring their own Health & Safety Policy is made available whilst work is being planned or undertaken at the establishment
- Any plant, material or equipment brought onto any trust or establishment premises is suitable, controlled and maintained in a safe condition, and documentation made available, where requested by an authorised member of staff from the trust or any of its establishments
- That their staff and/or any appointed subcontractors have either up-to-date enhanced DBS certification and are not barred from working with or near children or are supervised at all times by another member of the organisation who does have a satisfactory enhanced DBS check
- Their staff and any appointed subcontractors do not alter or interfere with any health and safety arrangements, or any machinery, plant, equipment, or structures, unless authorised to do so
- All authorisations, documentation, assessments, and control measures associated with their activities are in place, maintained and communicated prior to and during any work taking place
- Any accident, incident or near miss identified or caused by their staff or appointed subcontractors are reported to their host, or a member of the establishment staff, without delay

2.21 Visitors

- Visitors must report to the relevant reception area of each establishment they attend and sign in on arrival and sign out on departure
- Visitors must make themselves aware of the health and safety arrangements in place at the establishment, and follow any reasonable instructions provided by trust or establishment staff
- Visitors with mobility issues must inform reception or a relevant member of staff at the establishment so that appropriate assistive measures can be implemented, where required
- Visitors must promptly report any accidents, incidents, injuries or near misses to reception or a relevant member of staff at the establishment, without delay

2.22 Shared Site Users

Where two or more employers share a workplace, each employer must co-operate and co-ordinate with the other to enable them to comply with their duties under the health and safety legislation. In all circumstances, the establishment will be considered the primary site user, and must take lead responsibility. The establishment principal has ultimate responsibility for managing shared site users.

All shared site users must agree to:

- Co-operate and co-ordinate with the trust and the establishment on health and safety matters
- Provide and share all information relating to any risks, policies or procedures arising from their planned activities at the establishment
- Maintain a standard of health and safety that is at least equivalent to the standard maintained by the trust and establishment, so as to ensure the health, safety and welfare of all staff, pupils, users, and any other persons affected by their activities
- Meet the insurance requirements of the trust and establishment, and those of any relevant insurance providers, and where required, provide evidence of this
- Put in place or maintain effective first aid, fire, emergency, and security arrangements
- Familiarise themselves, communicate and enforce the trust and its establishment's health and safety arrangements, including those specified under this Health & Safety Policy

The Establishment must ensure that:

- The premises are maintained in a safe condition for the planned purpose of use
- Adequate first aid, fire, emergency, and security arrangements are in place and communicated
- Site users are consulted on health and safety matters related to them and their activities
- The trust and their establishment's health and safety arrangements are made available to, and enforced among, all shared site users

2.23 Local Arrangements

To assist in discharging the duties highlighted in this policy, each establishment may be required to develop and document local policies and procedures, suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Consideration and priority must still be given to the trust-wide policies, structures, systems, procedures, and practices that are in place. Such local arrangements must ensure that the commitments and intentions outlined in this policy are established and maintained at their establishment. Any local arrangements that have been implemented must be clearly outlined and communicated at each establishment.

3 Arrangements

The purpose of this section is to outline and improve awareness of the minimum standards expected for key risk areas across the trust and its establishments. The arrangements outlined here may also have other supporting policies, structures, systems, procedures, and practices to be aware of. It is each individual's responsibility to familiarise themselves with the arrangement below, and with any other trust-wide or local arrangements that are in place to protect the health, safety and welfare of themselves and others.

All HSE guidance documents referenced within this policy are accessible via the attached links or on any internet accessible device.

3.1 Accident/Incident/Near Miss Reporting and Investigations

All staff, trainee teachers, pupils, visitors, and contractors are required to report all accidents, incidents and near misses to their manager, a suitable member of staff, teacher, or host, without delay.

For the purposes of clarity, the terms accident, incident and near miss are defined as follows:

Accident: event resulting in injury, ill health or damage to property, plant, or equipment

- **Incident:**
 - **Near miss:** an event not causing harm, but has the potential to cause injury or ill health
 - ⊖ **Undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health
- **Dangerous occurrence:** one of a number of specific, reportable adverse events, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

In the event of an accident or incident involving staff, trainee teachers, pupils, visitors or contractors, all relevant trust-wide and local policies, and procedures appropriate to that event must be followed, including, but not limited to:

- Ensuring, where possible, that the scene of the accident/incident is as safe as is reasonably practicable and poses no substantial risk to others
- Providing first aid, by a trained first aider, to any person who is injured, and obtaining further medical assistance, where required
- Preserving the scene and gathering as much information as possible for further investigation (including obtaining witness details and/or statements, photographs, drawings, etc.)
- Reporting all accidents and incidents to the establishment principal, a member of staff or a host, without delay, whilst ensuring that a record is kept of the event
- Where relevant, report all accidents and incidents to parents/carers in line with local procedures
- Recording all accidents and incidents on the relevant trust approved system within 48 hours of occurrence
- Immediately informing the trust Health & Safety function of any serious or RIDDOR reportable accidents or incidents. All RIDDOR reportable incidents should be reported and investigated in line with the HSE's Information Sheet [EDIS1 \(Rev3\) Incident reporting in schools \(accidents, diseases and dangerous occurrences\) Guidance for employers](#) and HSE publication [INDG 453 \(rev1\) Reporting accidents and incidents at work](#)
- Care and Control records should be completed following all physical interventions, with records of all first aid checks recorded on EVERY irrespective of whether first aid is required/provided

All accidents, incidents and near misses should be investigated to identify the underlying and root causes; this may require a review of relevant trust-wide and local policies, procedures, and risk assessments. All premises-related issues should be addressed in a timely manner. Any lessons learned must be communicated to all relevant establishments and affected persons.

The level of investigation should be determined by the potential consequences of the adverse event, and the likelihood of it reoccurring. It should be:

- Carried out by the responding first aider, or a suitably trained or experienced manager/other member of staff nominated by the establishment principal
- Conducted using the guidance and methodology contained in the HSE publication HSG 245 Investigating accidents and incidents

Accidents, incidents and near misses will be routinely monitored at establishment and trust level. Identification and monitoring of significant trends or major incidents will be reviewed by the senior leadership team of the trust and its establishments.

Accident and incident reports will be audited periodically by the trust health & safety function for the purpose of identifying trends and quality analysis, and to assess the effectiveness of any identified preventative and corrective measures implemented to prevent recurrence. The output of these audits will be reported and reviewed at various committee and body meetings to promote continuous improvements.

3.2 Administration of Prescribed and Non-Prescribed Medications

The trust and its establishments will ensure that they comply with the Department for Education (DfE) document Managing Medicines in Schools and Early Years Settings.

Establishments must ensure local compliance with the trust Managing and Administering Prescribed and Non-Prescribed Medications Policy.

Rules and practices to be applied in relation to the administration of prescribed and non-prescribed medications can be found in appendix H.

3.3 Animals on Establishment Premises (including assistance dogs)

Whenever an animal is brought onto establishment premises, no matter the duration of stay, the establishment must ensure that due consideration is given to ensuring that the needs of the animal(s) can be sufficiently met in line with The Animal Welfare Act 2006, this including the provision of out of hours care.

The Health and Safety at Work etc. Act 1974 places a duty on employers to safeguard the health, safety, and welfare at work of staff, trainee teachers, pupils, and visitors. This includes an obligation to minimise the risk of the transfer of zoonotic disease from animals to humans.

Any animals brought into the establishment should be suited to the nature of the setting, age range of pupils, and the proposed habitat. Establishments should refer to CLEAPSS guidance when considering allowing an animal(s) onto the premises.

Prior to an animal(s) being brought into the establishment, consideration should be given to any health and safety issues, and the impact on individuals in the locality which may arise from its presence. Following their identification, appropriate control measures should be put in place and a documented risk assessment produced and communicated to all personnel supporting with the care of said animal(s).

The presence of an animal(s) in the setting may impact current local documents and policies, e.g. the presence of combustible animal bedding and feed may impact the local fire risk assessment. First aid provision and the skills required to support with any animal related injuries should be taken into consideration for all animals brought onto the establishment grounds, in particular for those which will be residing there.

Any impacted documentation should be amended prior to animals being present within the setting.

3.4 Construction and Refurbishment Work

Construction and refurbishment work typically involves exposure to significant hazards, and this is reflected in the number of serious injuries, ill health and fatalities associated with such activities.

Under this policy, the scope of **construction and refurbishment work includes:**

- Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance work
- De-commissioning, demolition or dismantling of any structure
- Preparation of a site or structure for such work or occupation, such as site clearance
- Assembly, or disassembly, on site of prefabricated elements that form a structure
- Removal of a structure or waste resulting from demolition or dismantling of a structure
- Installation of a structure, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure

The key duty holder roles and their responsibilities are outlined below:

- **Clients:** are organisations or individuals for whom construction or refurbishment work is carried out. This will usually be the principal. They have a range of key duties, including ensuring:
 - the remaining duty holders (below) have been appointed
 - sufficient time and resources are allocated to the work
 - relevant information is prepared and provided to all other duty holders
 - the principal designer and principal contractor are carrying out their duties
 - welfare facilities are provided
- **Designers:** are those who prepare or modify designs for a building, product or system relating to a construction or refurbishment activity. *They must be appointed by the client, or with the client's approval*
- **Principal designers:** are required for all construction or refurbishment work involving two or more contractors. *They must be appointed by the client, or with the client's approval*
- **Contractors:** are those who do the construction or refurbishment work and can be either an individual or a company. *They must be appointed by the client, or with the client's approval*
- **Principal contractors:** are required for all construction or refurbishment work involving two or more contractors. *They must be appointed by the client, or with the client's approval*
- **Workers:** are the people who work for or under the control of the client or contractors on construction or refurbishment activities

The trust and its establishments will ensure that they comply with the Construction (Design and Management) Regulations 2015 and the HSE's approved code of practice [L153 Managing health and safety in construction](#).

Rules and practices to be applied in relation to construction and refurbishment work can be found in appendix I.

3.5 Consultation with Staff and Health & Safety Representatives

The trust and its establishments recognise that the aims of this policy cannot be achieved without the co-operation and commitment of staff at all levels, which requires the development and maintenance of effective means of consultation.

Therefore, consultation with staff on health and safety matters is of high priority in order to gain their continued support and co-operation, whilst ensuring compliance with the Safety Representatives and Safety Committee Regulations 1977, Health and Safety (Consultation with Employees) Regulations 1996 and HSE's approved code of practice [L146 Consulting workers on health and safety](#).

Rules and practices to be applied in relation to the consultation with staff and health & safety representatives can be found in appendix J.

3.6 Contractor Management

Anyone entering any trust or establishment premises for the purpose of carrying out work or provision of goods or services shall be regarded as a contractor. The trust and its establishments owe a duty of care to each contractor, and in turn, each contractor owes a duty of care to the trust and its establishments in respect of health and safety.

For the purpose of this policy, the term contractor includes externally employed or commissioned buildings, construction and maintenance workers, caterers, window cleaners, equipment repairers, delivery drivers, service staff and consultants, and any organisations supplying such goods or services, including sub-contractors and their staff.

The trust and its establishments will ensure that they comply with the relevant sections of the Management of Health and Safety at Work Regulations 1999, Health and Safety at Work etc. Act 1974, Construction (Design and Management) Regulations 2015 (CDM), and any other relevant legislation and statutory guidance, where they apply in relation to the management of contractors and their associated activities.

Rules and practices to be applied in relation to contractor management can be found in appendix K.

3.7 Control of Substances Hazardous to Health

Hazardous substances can include:

- Substances used during cleaning operations
- Substances used during teaching experiments
- Substances generated during activities (e.g. fumes, vapours, gases)
- Substances used during building or repair works (paints, adhesives, cement etc.)

The health effects of exposure to hazardous substances can include:

- Skin irritation or dermatitis
- Asthma or other diseases, including cancer
- Serious long-term damage to the lungs

The effects can be immediate, such as dizziness or stinging eyes, or can take many years to develop, such as lung disease. Many of the long-term or chronic effects cannot be cured once they develop.

The trust and its establishments will ensure that all significant risks associated with the use, storage and disposal of hazardous substances are assessed and controlled, including ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), Classification, Labelling and Packaging of Chemicals (CLP) Regulations 2015, and HSE's approved code of practice L5 Control of Substances Hazardous to Health Regulations 2002 (as amended).

Rules and practices to be applied in relation to the control of substances hazardous to health can be found in appendix L.

3.8 Display Screen Equipment

The main health problems associated with the use of Display Screen Equipment (DSE) include:

- Upper limb problems and backache
- Eyestrain
- Headaches

- Fatigue

All tasks and users requiring the use of DSE must be assessed, and appropriate control measures put in place to reduce the risks associated with the use of such equipment.

The trust and its establishments will ensure compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE) and the HSE's approved code of practice [L26 Work with display screen equipment](#).

Rules and practices to be applied in relation to display screen equipment can be found in appendix M.

3.9 Educational Visits

The trust recognises the benefit of pursuing learning opportunities away from the establishment environment, and as such, each establishment is encouraged to pursue and promote a wide variety of educational visits, including to museums, the countryside, and foreign countries.

The trust and its establishments will promote sensible risk management in respect of all educational visits, including ensuring compliance with all local requirements and the National Guidance of Outdoor Education Advisers' Panel (OEAP) for the Management of Off-site Visits and Learning Outside the Classroom (LOtC) activities.

All educational visits must be managed in accordance with the trust Educational Visits Policy and recorded on EVOLVE.

Rules and practices to be applied in relation to educational visits can be found in appendix N.

3.10 Electrical Safety

The main hazards associated with electricity, electrical systems and electrical equipment include:

- Electric shock
- Burns from contact with live parts
- Injuries from exposure to arcing
- Fires from faulty electrical equipment or installations
- Explosions caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dust
- Secondary injuries (e.g. falls from height following electric shock)

The trust and its establishments will ensure the provision, use and maintenance of safe electrical installations and equipment, complies with the Electricity at Work Regulations 1989, and the HSE's [HSR 25 \(Third edition\) The Electricity at Work Regulations 1989](#).

Rules and practices to be applied in relation to electrical safety can be found in appendix O.

3.11 Enhanced Disclosure and Barring Service (DBS) Check

The trust and its establishments are committed to ensuring that all colleagues and individuals working on trust premises comply with all enhanced DBS guidance in accordance with the DfE Guidance Keeping Children Safe in Education 2023.

Where an individual is present on establishment grounds without evidence of an enhanced DBS, a risk assessment should be written in conjunction with and approved by the senior partnership director SEND/inclusion & personal development.

Teaching/pastoral/ancillary colleagues for whom an enhanced DBS check is pending, should only be permitted to commence employment if there is a business critical reason for their presence. In such

cases, a separate children's barred list check must be undertaken. This individual must remain under supervision at all times.

Where an enhanced DBS is available for a previous educational employer and there has not been a break in service longer than 3 months, and the individual is undertaking the same type of work e.g. site supervisor/teacher, a separate children's barred list check can be undertaken, and the original enhanced DBS used until a further enhanced DBS can be requested. In these circumstances, this individual can work unsupervised.

Where an establishment allows an individual to commence work in regulated activity relating to children before the enhanced DBS certificate is available, it should ensure that the individual is appropriately supervised and that they carry out all other checks, including a separate children's barred list check (KCSIE 2023).

Specific requirements pertaining to contractors and visitors to site can be found within other elements of this policy.

3.12 Equipment In and On Establishment Premises

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (e.g. shearing, drawing in and crushing)
- Impact
- Contact (e.g. friction, abrasion, cutting, stabbing, puncture, and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
- Fire and explosion
- Noise
- Vibration
- Falling objects
- Fall from heights

The trust and its establishments will ensure that all machinery, plant, and equipment (including all play equipment) are maintained in a safe condition, used in a safe manner and that they comply with the relevant sections of the Health and Safety at Work etc. Act 1971, Provision and Use of Work Equipment Regulations 1998 (PUWER), the Supply of Machinery (Safety) Regulations 2008, and all other relevant legislation and standards, where they apply.

Rules and practices to be applied in relation to equipment in and on establishment premises can be found in appendix P.

3.13 Fire Safety

The trust and its establishments are committed to controlling and reducing the risks associated with fire and other emergencies, including ensuring compliance with the relevant legal requirements contained within the Regulatory Reform (Fire Safety) Order 2005, the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR), the Management of Health and Safety at Work Regulations 1999, and with specific guidance notes issued by the Health and Safety Executive and Fire Authority, where they apply.

Fire safety management must be controlled by the competent person (fire safety), who is responsible for ensuring appropriate arrangements are in place and maintained in accordance with the relevant policies, fire risk assessment(s), and fire safety management plan(s), including the maintenance of records for all inspections, testing and servicing undertaken at the establishment.

The Competent Person (Fire Safety) is responsible for:

- Acting as a single point of contact for all fire safety related enquiries at the establishment
- Ensuring local compliance with the trust Fire Safety Policy, trust Business Continuity Policy: Crisis Management Guidance, fire risk assessment(s), fire safety management plan(s), and any other associated control measures, policies, and procedures
- Ensuring that any works, or modifications, made to any establishment premises are reflected in the relevant fire risk assessment(s), fire safety management plan(s), and any other control measures, and cascading such changes to affected staff, pupils, and other persons
- Attending training, as required, to undertake this role, at intervals not exceeding three years, and ensuring that all such training is recorded and maintained
- Ensuring they only work within their level of competence and seek appropriate guidance and direction from the principal or trust health & safety function, where required
- Advising the principal and health & safety leader of any improvements, issues or concerns relating to the fire safety arrangements at the establishment
- Ensuring all fire safety related statutory inspections, testing and servicing are undertaken at appropriate intervals by competent contractors or trained in-house staff, and that records of such are kept and maintained
- Ensuring that all premises have a suitable and sufficient fire risk assessment in place, and that these are monitored and reviewed at a frequency prescribed by the assessment or following any significant changes/incidents
- Maintaining fire safety signage, information, policies and notices in all appropriate locations within the establishment, including public/health and safety notice boards, emergency exits, emergency routes, assembly points, etc.
- Conducting and recording fire and emergency drills every term, in accordance with the establishment's fire safety management plan(s), in consultation with the principal
- Ensuring all fire doors are unlocked during establishment hours and other periods of occupancy
- Ensuring all fire-fighting equipment is sited correctly, fit for its intended purpose, and has been checked and serviced, in accordance with the relevant standards
- Ensuring internal fire checks and inspections are carried out, recorded, and maintained
- Maintaining adequate, up to date fire and emergency records for the establishment
- Promoting fire safety awareness and responsibilities among all staff, pupils, and contractors
- Liaise with third parties, including the emergency services, and the trust's insurers to ensure that best practice for fire prevention and arrangements are in place

Rules and practices to be applied in relation to fire safety can be found in appendix Q.

3.14 First Aid

In order to comply with the requirements of the Health and Safety (First Aid) Regulations 1981 and the HSE's approved code of practice L74 (Third edition) First aid at work: The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations, the trust and its establishments are committed to ensuring the provision of adequate numbers of trained first aiders, and the provision and maintenance of adequate first aid equipment and facilities as set out in the trust First Aid Policy.

Rules and practices to be applied in relation to first aid can be found in appendix R.

3.15 Food

The trust and its establishments will ensure compliance with the Food Safety Act 1990, and subsequent regulations, such as the Food Hygiene (amended) Regulations 1990, the Food Information Regulations 2014, and the Food Premises (registration) Regulations 1991.

The Food Safety Act 1990, and subsequent regulations, covers the operations involved in selling, possessing for sale, delivery, preparing, labelling, storing, importing, and exporting food. Under this Act, it is an offence to sell any food which fails to meet safety requirements. The definition of 'selling', food under the Act include the supply of food provided in the course of a business, whether for profit or not, for example:

- Food given as prizes in competitions
- Food regularly made and sold for fundraising
- Food prepared for school events, even where it is given and not sold
- Any sort of 'enterprise' activities
- Food prepared for school visits, residential activities etc.
- Production of tuck shop food
- **Storage/sale of food ingredients for classroom use**

Food safety within the classroom does not fall fully under the guidance of the Food Safety Act 1990, however, it is against this Act that the trust establishment will be judged should a food safety concern be raised.

All food related activities, whether that be as part of the curriculum, extra curriculum activities, attendance, social or fundraising events will be conducted in accordance with a written risk assessment and comply with current national food safety, allergen and CLEAPSS guidance.

It is the responsibility of the local health and safety leader to ensure that all food handlers have undertaken a recognised food safety certificate – minimum level 2 food safety, and allergy awareness training, with this training revisited at least every 5 years.

The curriculum/activity lead will ensure that where food forms an element of the activity, allergen information is available and that procedures are being followed to reduce the potential for allergen cross-contamination for one of the 14 key allergens in line with the Food Information Regulations 2014.

Links to additional Food Standards Agency Guidance can be found in appendix S.

3.16 Gas Safety

The trust and its establishments will ensure compliance with all relevant legislation and guidance in relation to gas safety, including The Pipelines Safety Regulations 1996, Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended, and the HSE's approved code of practice L56 (5th edition) Safety in the installation and use of gas systems and appliances.

Rules and practices to be applied in relation to gas safety can be found in appendix T.

3.17 Health & Safety Inspections and Audits

The trust and its establishments recognise the importance of undertaking regular inspections and audits to ensure all premises, activities and equipment remain safe for staff, trainee teachers, pupils, visitors, and contractors. The trust and its establishments undertake a thorough, documented, planned schedule of inspections and audits held in line with trust data retention requirements.

Rules and practices to be applied in relation to health & safety inspections and audits can be found in appendix U.

3.18 Housekeeping (Including Managing Slip and Trip Hazards)

The trust and its establishments will ensure compliance with the relevant requirements of the Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, and the HSE's approved code of practice L24 (2nd edition) Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992.

Rules and practices to be applied in relation to housekeeping can be found in appendix V.

3.19 Legionella

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in individuals who breathe in any contaminated water droplets.

The trust and its establishments will ensure that they control the health risks associated with legionella bacteria in water systems, including ensuring compliance with the HSE's approved code of practice L8 Legionnaires' disease: The control of legionella bacteria in water systems.

Legionella management at each establishment must be controlled by the competent person (Legionella), who is responsible for ensuring appropriate arrangements are in place and maintained in accordance with the relevant policies, legionella risk assessment and legionella control written scheme, including the maintenance of records for all legionella-related training, flushing, temperature monitoring, cleaning and disinfection undertaken at the establishment.

The responsibilities of the Competent Person (Legionella) and the rules and practices to be applied in relation to legionella can be found in appendix W.

3.20 Lettings

The establishment principal has overall responsibility for the premises, services and/or equipment hired or let by the establishment, including ensuring that adequate local arrangements are in place to manage, control and monitor its lessees. These local arrangements must take into consideration all health, safety and welfare provisions and responsibilities associated with the let or hire, which should be covered within a documented agreement.

Third parties leasing any trust or establishment premises, or equipment must agree to:

- Cooperate and coordinate with the trust and establishment on all health and safety matters
- Abide by the terms of this and any other trust and establishment policies and procedures
- Provide information relating to any risks, procedures, safe systems of work and/or other control measures associated with their activities
- Maintain suitable and up-to-date risk assessments, public liability insurance, certifications, and training associated with their activities
- Inspect all premises and/or equipment provided prior to and after use, and where any issues or defects are identified, report these immediately to the local health & safety manager and/or principal
- Ensure that safe access, egress, and all emergency exits remain obstruction free and are maintained in a good condition
- Make all persons, contractors, and visitors under their influence and/or control fully aware of the health, safety, and welfare arrangements in place, including any duties or responsibilities applicable to them in respect of ensuring the health and safety of themselves and others

Each establishment must ensure that:

- Suitable arrangements are in place for managing, monitoring, and controlling third parties hiring and/or using the establishment premises and/or equipment

- All premises and equipment being hired to third parties are maintained in a safe condition and are only used for its agreed purpose of use
- All health, safety and welfare arrangements are agreed, documented, and communicated, including those relating to fire and emergency arrangements
- Any premises or equipment that are in an unfit or defective state are not leased or permitted to be used by lessees or others until they have been repaired and confirmed as safe for use
- Any concerns, issues or defects raised by a third party, lessee or other relevant person/organisation are recorded and addressed in a timely manner
- All third parties, lessees and other relevant persons/organisations on their premises are operating strictly within the terms of any agreements, policies, procedures, and other requirements

3.21 Lone Working

A lone worker is any person who works by themselves without close or direct supervision.

Examples of lone workers include:

- People who work in isolation in premises or areas of premises
- People who work outside normal working hours (e.g., cleaners and other site staff)
- Mobile workers

It is acknowledged that there is generally no reason why staff should not work alone, subject to any special risks being assessed, documented and the appropriate control measures being implemented.

The trust and its establishments will ensure that they eliminate or control the risks associated with lone working, including ensuring compliance with the relevant sections of the Health and Safety at Work etc. Act 1974, and Management of Health and Safety at Work Regulations 1999.

Rules and practices to be applied in relation to lone working can be found in appendix X.

3.22 Management of Asbestos

The trust and its establishments are committed to preventing exposure to asbestos fibres to all persons who enter its premises, including compliance with the Control of Asbestos Regulations 2012, and the HSE's approved code of practice [L143 Managing and working with asbestos](#).

Where an establishment has any building or premises that were built before the year 2000, the Principal must ensure that a competent person (asbestos) is nominated or appointed at their establishment.

Common sources of asbestos in buildings built before the year 2000 include:

- Loose asbestos in ceiling or floor cavity
- Lagging
- Sprayed coatings on ceilings, walls, and beams/columns
- Asbestos insulating board
- Floor tiles, textiles, and composites
- Textured coatings
- Asbestos cement products
- Roofing felt
- Rope seals and gaskets

The responsibilities of the competent person (asbestos) and rules and practices to be applied in relation to managing asbestos can be found in Appendix Y.

3.23 Manual Handling

Under this policy, the term manual handling refers to any task that involves lifting, lowering, pushing, pulling, carrying or any other movement of materials or objects by bodily force, from one place to another.

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSD)s (back strain, slipped discs, pulled muscle etc.)
- Hernias
- Various other sprains and strains
- Repetitive strain injuries (e.g., tenosynovitis)
- Cuts and bruising to extremities (hands and feet)
- Slip, trips and fall injuries

The trust and its establishment are committed to managing the risks associated with potentially hazardous manual handling and ensuring compliance with the requirements of The Manual Handling Operations Regulations 1992 and the HSE's approved code of practice [L23 \(4th edition\) Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations.](#)

Rules and practices to be applied in relation to manual handling can be found in Appendix Z.

3.24 Personal Protective Equipment

The trust and its establishments will ensure the provision, use and maintenance of suitable personal protective equipment, where these are required, in compliance with the Personal Protective Equipment at Work Regulations 1992 (PPER), Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) and the HSE's approved code of practice [L25: Personal protective equipment at work.](#)

PPE is equipment designed to protect an individual against health and safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility, clothing, safety footwear, safety harnesses, and respiratory protective equipment (RPE).

Rules and practices to be applied in relation to personal protective equipment can be found in Appendix AA.

3.25 Physical Education (PE)

Health and safety legislation requires schools to manage the risks associated with sports and sporting activities. Each activity must be supported by a documented risk assessment, with control measures implemented to reduce any risks posed.

It is the responsibility of the partnership director of sport, physical education and health, and curriculum leads to ensure that all relevant teaching staff are kept up to date with guidance and standards applicable to the sports that they are teaching.

Physical education sessions must only be led by those individuals deemed competent by the curriculum lead or have undertaken specialist qualifications in the subject matter which is being taught.

Guidance from national sporting governing bodies and the Association of Physical Education (afPE) should be regularly reviewed and guidance adhered to. It is recommended and expected that PE colleagues have access to the guidance and information within afPE – 'Safe Practice: In Physical Education, School Sport and Physical Activity'.

A physical inspection of all Physical Education, School Sport, and Physical Activity (PESSPA) equipment should be conducted annually. This includes:

- Gymnastics equipment, trampolines and trampettes
- Fitness equipment – multi gyms and free weights
- Indoor and outdoor adventure play equipment, climbing towers, climbing walls, Parkour equipment
- Indoor and outdoor sports posts, nets, cricket nets, goals, and tables
- High-jump landing modules
- Fixed play equipment and safety surfaces
- Ball courts
- Boats

All users of gym equipment, whether that be students or trust personnel, should be given a thorough, documented gym induction at least once a year. This induction should cover, as a minimum, the safe use of equipment and stretching strategies. Evidence of this training must be retained securely in line with the relevant data retention requirements.

The use of gym equipment must always be done under the supervision of a competent adult. A minimum of 2 occupants should be present within the gym when equipment is being used.

Instruction should be provided to individuals on the correct safe techniques required to participate in a particular sport, and the safe use of relevant equipment at the start of each PE session prior to the commencement of the activity.

Consideration should be given to IPRA's and WASP's prior to completing physical activities.

3.26 Pregnant Women and New Mothers

The trust and its establishments will ensure that any potential risks to pregnant women or new mothers are managed appropriately, including ensuring compliance with the relevant legal requirements contained within the Management of Health and Safety Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992.

To support this, an individual risk assessment (WASP or IPRA) should be completed for each pregnant woman or new mother as soon as the establishment is made aware of their change in circumstances.

To avoid misunderstanding, a pregnant woman or new mother is someone who is pregnant, has given birth within the previous six months or is currently breast feeding. It is widely accepted that pregnancy is not an illness, nor should it be an impediment to work. The health, safety and welfare implications of work and pregnancy can be adequately addressed and managed with appropriate support, policies, procedures, and practices.

Rules and practices to be applied in relation to pregnant women and new mothers can be found in Appendix AB.

3.27 Radon

Radon is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occur naturally in all rocks and soils.

The radioactive elements formed by the decay of radon can be inhaled and enter the lungs. Inside the lungs, these elements continue to decay and emit radiation, most importantly alpha particles. These are absorbed by the nearby lung tissues and cause localised damage. This damage can lead to lung cancer.

All trust establishments, both current and those which may join the trust in the future, will be subject to Radon monitoring to identify the levels of Radon gas present within the footprint of the setting.

Where monitoring results in the identification of high levels of radon gas, the trust will undertake a programme of mitigation / reduction, followed by further targeted monitoring.

3.28 Reinforced Autoclaved Aerated Concrete (RAAC)

RAAC is a lightweight form of concrete used within municipal architecture, primarily schools. This building material has a limited durability and was used for the formation of roofs, floors, cladding and wall construction in the UK from the mid-1950s to the mid-1980s.

All trust establishments, both current and those which may join the trust in the future, which were constructed within this timeframe, will be assessed to identify the presence of RAAC and to confirm its safety.

Where RAAC is identified within an establishment, the area will be regularly monitored, and a risk-based approach given to the safe use of the area.

Where RAAC is considered unsafe, the area will be isolated, and a programme of repairs/replacement implemented.

3.29 Renewable Energy Sources

The trust and its establishments are committed to ensuring that, where installed, renewable energy sources do not impact the safety and welfare of occupants.

All renewable energy sources will be subject to a series of inspection, testing and maintenance by competent trained individuals.

It is the responsibility of the local health and safety lead and principal to ensure that where such items are installed, a suitable number of colleagues are trained to isolate any electrical sources in emergency situations and that this is captured within all emergency documentations and fire risk assessments.

3.30 Responding to Epidemics and Pandemics

The trust and its establishments recognise the threat and risks posed by epidemics and pandemics to staff, pupils, and the wider community in which it operates. It is the priority of the trust and its establishments to eliminate, or at least mitigate to as low a level as reasonably practicable, the health, safety and welfare risks these events may pose through effective contingency planning and risk management processes that are based on relevant Government and sector guidance as set out in the Local Incident Response Management Plan, and Local Outbreak Management Plan.

Rules and practices to be applied in relation to responding to epidemics and pandemics can be found in Appendix AC.

3.31 Risk Assessments (including WASPs and IPRA's)

The trust and its establishments recognise the importance of proportionate, effective, and proactive risk management. As such, arrangements are in place across the trust, and at each establishment, to promote effective risk management, ensuring compliance with the relevant legal requirements contained within the Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974, and the HSE guidance [HSG 65: Managing for health and safety](#).

To avoid misunderstanding, a hazard, a risk, and a control measure is defined as follows:

- **Hazard:** is something that has the potential to cause harm, damage, or ill health, e.g. handling a corrosive chemical, exposure to smoke inhalation from a fire, uneven flooring, etc.
- **Risk:** is the likelihood of the harm, damage or ill health occurring, and the severity of such if it were to occur e.g. handling corrosive chemicals without any protective equipment may result in a high likelihood of spillage onto skin, causing severe and long-term chemical burn injuries
- **Control measures:** are the measure or actions that must be applied in order to eliminate, reduce, or control the identified hazards, and without such, would result in intolerable risks, and a high likelihood of harm, damage, or ill health; when determining or reviewing control measures, consideration must always be given to the hierarchy of control

The following hierarchy of control (adapted from Schedule 1 of the Management of Health and Safety at Work Regulations 1999) must be considered when determining or reviewing control measures:

- Avoid the risks altogether
- Evaluate the risks which cannot be avoided
- Control risks at source
- Adapt the work to the individual
- Adapt to technical progress
- Replace the dangerous with the non-dangerous or less dangerous
- Develop a coherent overall prevention policy
- Give collective protective measures priority over individual protective measures
- Give appropriate instructions (and training, where necessary) to employees

Rules and practices to be applied in relation to risk assessments can be found in Appendix AD.

3.32 Safe Systems of Work (SSW) and Permits to Work (PtW)

The trust and its establishments recognise the need to develop, implement, monitor, and enforce proportionate SSW and PtW systems to ensure effective risk management, and the role of these in ensuring compliance with the relevant legal requirements contained within the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

To avoid misunderstanding, an SSW and PtW system is defined as follows:

- **Safe System of Work (SSW):** is a defined way or method of undertaking a specific activity, work, or task safely. They can include simple verbal instructions, job specific training and/or detailed procedures. The level of detail and formality should be determined by the types of hazard and levels of risk involved with the activity, work or task being considered
- **Permit to Work (PtW) System:** is a formal written safety system that is implemented as an additional control measure for high hazard, high risk activities. They are designed to ensure that all appropriate steps and measures are implemented, and where necessary, removed, prior to the authorisation and sign off of specific activities covered by the PtW system

Rules and practices to be applied in relation to SSW and PtW can be found in Appendix AE.

3.33 Science, Design & Technology (DT)

It is the responsibility of the health and safety leader to ensure that all statutory health and safety checks and servicing are completed for all equipment within the department.

Practical activities should be led by a competent person who has successfully undergone the relevant training and qualification for the activity being completed.

All practical activities should be conducted in line with CLEAPSS guidance and supporting risk assessments.

It is recommended and expected that science and DT colleagues have access to the guidance and information within CLEAPSS.

Individuals should be provided with the relevant PPE to wear during practical experiments.

The use of chemicals and radioactive materials should be completed in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Classification, Labelling and Packaging of Chemicals (CLP) Regulations 2015, and HSE's approved code of practice L5: Control of Substances Hazardous to Health Regulations 2002 (as amended).

“The employer has a duty under the Management of Health and Safety at Work Regulations 1999 to make suitable and sufficient assessment of the risks to the health and safety of his employees and others not in his employment arising from his undertaking. For science, this includes providing suitable risk assessments, guidance, and information for preparing and teaching practical work safely”.

ASE Safety Matters – School and Academies – Health and Safety Implications

The checks relevant to secondary science can be found in Appendix AF.

3.34 Site Security and Visitor Management

The trust and its establishments are dedicated to providing robust security at each of its premises, whilst also ensuring compliance with the relevant legal requirements contained within the Management of Health and Safety at Work Regulations 1999, Health and Safety at Work etc. Act 1974, Construction (Design and Management) Regulations 2015 and Occupiers' Liability Act 1984.

Rules and practices to be applied in relation to site security and visitor management can be found in Appendix AG.

3.35 Smart Devices

The trust and its establishments are committed to protecting the image privacy of its occupants.

The wearing of smart watches/devices fitted with inbuilt camera functions should be declared to the local health and safety lead, local safeguarding lead, and principal.

Due to safeguarding and privacy concerns raised by such devices being present during intimate care activities, or within changing/welfare facilities the camera function on these devices should be disabled when the wearer is within the academic setting.

3.36 Smoking

The trust and its establishment acknowledge that second-hand tobacco smoke and potentially vape/e-cigarette vapours are a public and workplace health hazard. As such, smoking and the use of vapes/e-cigarettes are not permitted within or on any trust or establishment premises/grounds. Which also includes any carparks, playing fields, corridors, toilets, or staff rooms.

The principal must ensure that local arrangements are in place to ensure compliance with the trust Smoke Free Policy.

3.37 Substance Misuse

The possession and/or use of alcohol and illicit substances is prohibited across all trust and establishment staff, trainee teachers, pupils, visitors, and contractors whilst on its premises and during work/study time.

The trust and its establishments will comply with the trust Substance Misuse Policy.

Rules and practices to be applied in relation to substance misuse can be found in Appendix AH.

3.37.1 Medical cannabis (and cannabis oil)

'Medical cannabis' is a broad term for any sort of cannabis-based medicine used to relieve symptoms.

Many cannabis-based products are available to buy online, but their quality and content is not known. They may be illegal in the UK and potential dangerous due to their unknown THC content (THC – delta-8-tetrahydrocannabinol is the main psychoactive ingredient in cannabis plants. It's what makes a person feel 'high' when smoking marijuana or eating an edible form of cannabis.

The amount of THC in marijuana varies. The higher the level, the higher its potency, and the more effects it has on your body and brain. The average strength of THC in marijuana is 15%, up from about 4% in the mid-1990s.

These higher levels could have some mental health effects on users, including:

- Hallucinations
- Delusions
- Psychosis

As with all medication that could impact an individual's daily role, an individual must disclose that they are taking a medical cannabis-based product. Their use should be recorded within an individual's WASP or IPRA and supported by guidance from a medical practitioner and where possible a prescription.

Medical cannabis-based products should not be brought onto establishment grounds without specific permission from the principal, CEO, DCEO, and partnership director SEND/inclusion & personal development, and only when supported by a prescription. Where it is agreed, on strict medical grounds that such products can be brought onto site, they should be stored securely away from student access.

It is the responsibility of the principal/health and safety lead to review the role and tasks being undertaken to ensure that the taking of any medical cannabis either in edible or liquid form, does not impact the safety of others, making any required amendments to role.

3.38 Transport and Traffic Management

The trust and its establishments will ensure that all significant risks associated with transportation and traffic management connected with its activities are assessed and controlled, including ensuring compliance with the relevant legal requirements contained within the Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, the Health and Safety at Work etc. Act 1974 as referenced within the GORSE Leased Vehicle Policy, GORSE Use of Personal Vehicle Policy.

Rules and practices to be applied in relation to transport and traffic management can be found in Appendix AI.

3.39 Violence, Stress and Wellbeing

The trust and its establishments are committed to promoting high levels of health and wellbeing across all their activities and sites, and as such, recognise the importance of identifying and reducing workplace violence and stressors in order to achieve this aim as set out in the trust Grievance, Bullying and Harassment Policy and trust Anti-Bullying and Hate Incidents/Crime Policy (Students).

Rules and practices to be applied in relation to violence, stress and wellbeing can be found in Appendix AJ.

3.40 Waste Management

The trust and its establishments understand the important of promoting good waste management practices and aim to minimise the production of waste whilst ensuring compliance with all relevant environmental legislation, particularly in respect of the Environmental Protection Act 1990, and elements of the Environmental Act 2001, as set out in the Local Climate Action Plan.

Rules and practices to be applied in relation to waste management can be found in Appendix AK.

3.41 Work at Height (including Use of Ladders and Stepladders)

Work at height related accidents, such as falls from height, are the top causes of fatalities and serious injuries at work.

Work at height is defined as any task, activity, or situation where, if precautions are not taken, a person could fall a distance liable to cause personal injury. The definition does not include a slip or a trip on a level, nor does it include walking up and down a permanent staircase in a building.

A task, activity or situation can be considered as working at height if it involves:

- Work above ground/floor level, for example, on stepladders, a roof, etc.
- A risk where someone can fall from an edge, through an opening or fragile surface
- A risk where someone can fall from ground level into an opening or a hole in the ground

The trust and its establishments will ensure compliance with the Work at Height Regulations 2005 by ensuring that all tasks, activities, and situations requiring work at height, where there is a potential risk of injury, is either avoided, or otherwise carried out safely by eliminating or reducing the risk of falling via risk assessment, planning, and the implementation of suitable control measures.

Rules and practices to be applied in relation to work at height can be found in Appendix AL.

3.42 Work Experience / Placement

Work experience gives young people vital insights into the world of work, encourages them to be highly ambitious and helps them to prepare for their future. It bridges the gap between educational establishment, college and work and helps young people to make decisions about their future and develops new and existing skills.

It is the responsibility of the principal, careers lead and health and safety leader to ensure that all work experience/placement activities are undertaken in line with the GORSE Work Experience Policy.

It is the responsibility of the principal, careers lead, health and safety lead and the individual responsible for providing a work experience/placement opportunity within the trust establishment to ensure all activities are undertaken in line with the GORSE Work Experience Policy and any other workplace related policies.

Appendix A – Guidance for the trust Health and Safety Committee

The trust Health & Safety Committee will consist of at least one representative from each of the following functions or roles:

- Chief executive officer (chairperson) or designated proxy
- Director of estates management (deputy chairperson)
- A member from the trust estates function
- A member from the trust IT function
- Appointed health & safety leader from each establishment
- Appointed local health & safety manager from each establishment
- Appointed health & safety training coordinator from each establishment
- At least one governor, preferably the lead governor for health & safety

The trust Health & Safety Committee may invite other members to attend a committee meeting for specific agenda items. This must be notified at least 72 hours in advance of the meeting.

The following agenda items should be covered at each trust Health & Safety Committee meeting, with all significant discussion points documented in the form of meeting minutes and shared with all attendees as soon as is reasonably practicable:

- Review of previous minutes
- Inspections & audits
- Risk management/assessments
- Incident reporting and trend analysis
- Health & safety related training
- Educational visits
- Fire safety
- Establishment updates

Appendix B – Responsibilities of the Appointed Local Health & Safety Manager

- Safe means of access and egress across the establishment are maintained
- All premises are kept clean and that adequate welfare facilities are provided and maintained
- There are arrangements for the quarantine and/or removal of any item of furniture, apparatus, materials, or equipment identified as redundant, unsafe, or defective
- Safe working arrangements are in place when contractors are working on the premises
- Adequate first aid, fire, emergency, and security arrangements are maintained
- Regular inspection, testing and maintenance of all equipment owned and operated by the establishment, including portable equipment, is undertaken
- Adequate arrangements are in place for the management and control of fire safety, asbestos, and legionella at the establishment
- A copy of the Health & Safety Law poster, the statement of intent from this Health & Safety Policy, and any other relevant health and safety information are displayed on the establishment's health and safety notice board(s)
- No construction or refurbishment activities take place without a review of the relevant documentation/arrangements and prior authorisation from the establishment principal
- Any concerns around any construction or refurbishment activities not being compliant with the Health & Safety Policy should be discussed with the director of estates management
- All contractors onsite have been appropriately inducted and are working in compliance with this Health & Safety Policy
- All construction and refurbishment work undertaken at the establishment is inspected and signed off, and that any issues are raised and progressed in a timely manner
- Any remedial, construction or refurbishment work undertaken at the establishment is fit for purpose and does not create any additional hazards or risks
- A walk round of the establishment is carried out on a daily basis to identify and address any hazards or risks in a timely manner

Appendix C – Responsibilities of the Appointed Health and Safety Training Coordinator

- Ensure the Health & Safety training needs of new and existing staff are planned, arranged, completed, and monitored
- Identify internal and external Health & Safety training requirements at their establishment
- Develop and maintain a three-year Health & Safety training strategy plan for their establishment
- Periodically review the training needs of and competence gaps at their establishment, taking into account any specialist training or roles, staff turnover and coverage requirements
- Coordinate with staff and their line managers across the establishment to identify training needs, plan and arrange training on their behalf and ensure staff are released for such training
- Coordinate with the trust health & safety function, other trust establishments, and any internal and external training providers, to ensure that training is planned and arranged effectively
- Maintain accurate and up-to-date health & safety training records for all staff at their establishment
- Track and report on all health & safety training needs and outcomes for all staff across the establishment, ensuring that a documented staff training matrix is kept up-to-date, accurate and reflective of current training standards at the establishment
- Maintain a list of approved internal and external training providers and resources based on, and reflective of, the needs of the establishment
- Provide proactive feedback to the principal, senior leadership team, and the appointed health & safety leader on the current status of training needs, requirements, and gaps, and to ensure that the health & safety training strategy plan, staff training matrix and training records are kept up to date
- Provide any training feedback from staff and line managers to the training organiser, internal or external training providers, and, where appropriate, the trust health and safety function, to ensure that such training remains effective

Appendix D – Responsibilities of the Lead Governors for Health & Safety

- Ensure this Health & Safety Policy is effectively implemented and enforced at their establishments
- Ensure that the principal and the appointed health & safety leader are effectively discharging their responsibilities, as highlighted in this policy, and that these are reviewed on a regular basis
- Review and evaluate any relevant health and safety audits, inspections, and compliance reports, and ensure corrective actions/action plans are agreed and implemented, including the allocation and prioritisation of appropriate resources, in a timely manner
- Ensure that their establishments have suitable and sufficient risk assessments in place, and that these are kept up to date and accessible to all affected staff, trainee teachers, pupils, visitors, and contractors
- Ensure their establishments are operating in compliance with all relevant policies, procedures, practices, legislation, and statutory guidance
- Meet regularly with the appointed health & safety leader to review health and safety arrangements and any recent inspections, audits, accidents and near misses
- Accompany the appointed health & safety leader, at least annually, on a walk around their establishments to review local practices and highlight any concerns relating to health and safety arrangements
- Ensure their establishments have appropriate first aid, fire, emergency, and security arrangements in place, and that these are being maintained effectively
- Produce a health & safety lead governor visit report for their establishments based on the current standard of their health & safety arrangements, and the status of their current action plans in relation to any relevant inspections, which may include audits, accidents, incidents, near misses and latest training requirements, which shall be presented to their Local Governing Body at least once each academic year

Appendix E – Responsibilities of the Health & Safety Representative and other similarly appointed persons

Health & safety representatives and other similarly appointed persons are responsible for:

- Acting as a means of consultation and liaison with relevant staff, trainee teachers, pupils and visitors on health, safety and welfare matters at their establishment
- Managing, coordinating, and monitoring health and safety matters in their area of responsibility
- Reporting regularly to the establishment principal, appointed health & safety leader, local Health & Safety Committee and/or Local Governing Body on health, safety, and welfare issues
- Assisting and supporting the activities undertaken by the local Health & Safety Committee
- Assisting the establishment principal and appointed health & safety leader with inspections and audits of health, safety, and welfare arrangements at their establishment
- Ensuring that suitable and sufficient risk assessments are in place and reviewed on a regular basis, and that any controls identified have been implemented and maintained effectively
- Ensuring that all necessary health, safety and welfare signs and notices are displayed
- Meeting and representing the views of relevant staff, trainee teachers, pupils, and visitors in their establishment
- Supporting investigations into accidents, incidents, near misses and complaints related to health, safety, and welfare at their establishment (where appropriate and necessary)
- Conduct inspections of their establishment, or relevant areas of responsibility, and undertake reviews of health, safety and welfare reports and action plans related to their establishment
- Ensuring that the Health & Safety Policy is available to all relevant staff, trainee teachers, pupils, visitors, and contractors, and that they are aware of the organisation and arrangements that affect them

Appendix F – Responsibilities of the Local Governing Body and/or Governance Hub

Local Governing Body and/or Governance hub must ensure that:

- The establishment principals implement and enforce this Health & Safety Policy at their establishments
- Suitable and sufficient risk assessments of educational and establishment activities are conducted, regularly reviewed and a written record of the assessments are maintained
- Clear lines of accountability for health, safety and welfare are established and enforced
- Sufficient resources and staffing are allocated to ensure effective health, safety and welfare arrangements are in place across their establishments
- All relevant health and safety checks, inspections and audits are being undertaken, and where necessary, are being documented and any corrective actions addressed in a timely manner
- Discuss, review, and assess any relevant health and safety audits, inspections, and compliance reports, and ensure corrective actions/action plans are agreed and implemented, including the allocation and prioritisation of appropriate resources, in a timely manner
- Health and safety remain a discussion point at each Local Governing Body meeting, where:
 - at least once annually, a member of the trust health & safety function shall be permitted as an attending member of the next scheduled meeting, following an audit at their establishments, to present any relevant audit findings
 - at least once annually, the lead governor for health & safety shall produce and present a report for their establishments, based on the current standard of their Health & Safety arrangements, and the status of their current action plans in relation to any relevant inspections, audits, accidents, near misses and latest training requirements
 - the trust health & safety function shall submit a written summary report annually or upon request on the current standard of health and safety arrangements at the Body's establishments, including any relevant significant health and safety matters that need to be discussed, which shall be presented by the lead governor for health & safety, or upon prior request, by a member of the trust health & safety function

Appendix G – The Purpose of the Local Health & Safety Committee

It is suggested that each local Health & Safety Committee shall consist of at least one representative from each of the following functions or roles within the establishment:

- Principal or vice principal (chairperson)
- Appointed health & safety leader
- Appointed local health & safety manager
- Appointed health & safety training coordinator
- Cleaning
- Catering
- ICT Hub manager
- Administration
- Representative from each subject area (e.g. P.E., D&T, Science, Mathematics, English, etc.)
- Special Education Needs and Disability (SEND)
- Designated safeguarding officer
- Educational Visits Coordinator (EVC)
- At least one governor, preferably the lead governor for health & safety

Representatives from GORSE or GORSE SCITT should also form part of the establishment's local Health & Safety Committee, wherever staff from these functions are permanently based at that establishment.

The following agenda items should be covered at each Local Health & Safety Committee meeting, with all significant discussion points documented in the form of meeting minutes and shared with all attendees as soon as is reasonably practicable/within 72 hours:

- Review of previous Minutes
- Accidents, incidents & near Misses
- Inspections & audits
- Risk management/assessments
- Incident reporting and trend analysis
- Health & safety related training
- Educational visits
- Fire safety
- Building & plant safety
- Establishment updates

Responsibilities of the local Health and Safety Committee:

- Take into account this Health & Safety Policy, including its statement of intent
- Provide oversight and assist in regular reviews and monitoring of the implementation of this Health & Safety Policy and its arrangements across the establishment
- Regularly review the health, safety, and welfare arrangements across the establishment
- Review training, compliance, inspections, audits, accidents, incidents and near miss reports
- Determine appropriate improvement or corrective actions and the allocation of resources
- Review and make recommendations on health, safety and welfare arrangements, improvements and/or action plans
- Review and make recommendations on health, safety, and welfare arrangements
- Review, and advise on, the effectiveness of existing health, safety and welfare arrangements across the trust and its establishments
- Review the suitability and sufficiency of risk assessments in place across the establishment
- Determine appropriate improvement or corrective actions and the allocation of resources
- Make recommendations on required health and safety improvements and/or action plans
- Consider the effectiveness of first aid, fire, emergency, and security arrangements
- Review, monitor trends, and make recommendations following incidents

- Consider any other items raised by the trust health & safety function, management, staff, pupil, and parent involved in or affected by the establishment's activities
- Advise on health, safety, and welfare arrangements across the establishment
- Monitor the progress of any identified corrective actions, improvements, and action plans
- Take into account any views or points raised by Pupil Voice at the establishment

Appendix H Administration of Prescribed and Non-Prescribed Medications – Rules and Practices

The following rules and practices must be applied in relation to the management and administration of prescribed and non-prescribed medications:

- Each establishment must ensure local compliance with the trust Managing and Administering Prescribed and Non-Prescribed Medications Policy
- Prescribed medications kept and/or stored on any trust or establishment premises must be specifically prescribed to an identifiable individual with prior consent from the principal
- Staff may only administer medication where consent has been given; where this involves a pupil, prior written consent must be obtained from the pupil's parent or carer
- For long term or complex medication, an individual health care plan must be provided by a parent, carer or medical practitioner, and management and administration of such medication must be done in accordance with that plan
- All staff who assist with the administration of medication do so on a voluntary basis
- Where staff training is required to safely manage and/or administer any medication, this must be provided by the establishment, prior to such activities taking place
- Staff must report all instances involving the management and administration of any medication to pupils using the appropriate reporting system within 48 hours of doing so
- All medications must be stored in a secure room or cabinet, which is clearly marked/labelled, with access strictly controlled; individual medication must be clearly marked/labelled with the prescribed individual's details

Appendix I Construction and Refurbishment Work – Rules and Practices

The following rules and practices must be applied in relation to construction and refurbishment work:

- Where applicable, consideration must be given to the latest Building Regulations, and any relevant approved documents, when planning, designing, and undertaking any construction or refurbishment activities on any trust or establishment premises
- All construction and refurbishment activities must be planned, organised, and managed in compliance with this Health & Safety Policy, and any other associated policies, systems, procedures, or practices that have been designed to ensure the health, safety and welfare of staff, trainee teachers, pupils, visitors, and other persons who may be affected
- The principal will act as client for their establishment, even where construction or refurbishment activities are being arranged by the trust, and as such, will have overall responsibility for such activities on their premises, including the final decision of whether they may be permitted
- The principal must ensure that suitable arrangements are in place for managing and organising the work, which will include satisfying themselves with any designs and Construction Phase Plans associated with the construction or refurbishment work prior to authorising it to take place; this is also applicable to all such work undertaken by establishment staff
- The principal must satisfy themselves of the competence and ability of each daily holder to undertake the assigned construction or refurbishment activities, and also ensure that each duty holder is aware of their duties prior to, and during, such activities
- Where more than one contractor is to work on any construction or refurbishment activity, it must be made clear, and documented, who the principal designer and principal contractor are, including who will be responsible for producing the Health & Safety File on completion of the work, prior to authorising such activities to take place

- Where the construction or refurbishment activity is notifiable to the HSE, because it will either last longer than 30 days with more than 20 workers working at the same time, or involve 500 person days at work, the principal must satisfy themselves that the work has been notified to the HSE at the earliest opportunity before the work starts
- All construction and refurbishment activities must be inspected and signed off by a suitably competent person, and where any issues are identified, these must be raised and documented at the earliest opportunity; part of this process must include acquisition, review and storage of any relevant Health & Safety Files and Operation and Maintenance Manuals (O&M Manuals)
- Where appropriate, advice and support should be sought from the trust Health & Safety and Project functions at the earliest opportunity before authorisation is given for any design, construction or refurbishment works to begin
- Every staff member responsible for engaging with contractors must make themselves familiar with how to manage and work with contractors throughout any construction or refurbishment activity, particularly at the design, planning, and organisation stages

Consideration should be given to HSE publications:

- [HSE INDG 368 \(rev1\) Using contractors - A brief guide](#)
- [HSE HSG 159 Managing contractors - A guide for employers](#)
- [HSE HSG 150 Health and safety in construction](#)

Appendix J Consultation with Staff and Health & Safety Representatives – Rules and Practices

The following rules and practices must be applied in relation to staff consultation:

- Staff and/or their representatives must be encouraged to raise any concerns they may have about health, safety and welfare matters with their line manager, the appointed health & safety leader and/or the principal and should receive positive feedback on any issues raised
- Issues that have been raised that remain unresolved may be raised at the local or trust-level Health & Safety Committees and/or with the relevant executive principal, deputy executive principal or director
- Suitable and adequate training, information and resources must be provided to all health and safety representatives in order to allow them to take a full and effective role in consultations
- Staff and/or their representatives should be consulted on all matters that affect their health, safety, and welfare, including the introduction of new technology and any changes to procedures, equipment and working methods; feedback resulting from such consultation should be considered before any final decisions are made
- Staff and/or their representatives must be kept informed of risks associated with their work activities, including construction and refurbishment activities affecting them, and the measures that are in place to control those risks, including access to any relevant risk assessments, policies, procedures and/or safe systems of work they may need to be aware of
- Each establishment and principal must establish and maintain effective arrangements for conducting local Health & Safety Committee meetings

Consideration should be given to HSE publications:

- [HSE INDG 232 Consulting employees on health and safety](#)
- [HSE HSG 263 Involving your workforce in health and safety](#)

Appendix K Contractor Management – Rules and Practices

The following rules and practices must be applied in relation to the selection, use, control, management, and monitoring of contractors:

- All contractors attending any trust or establishment premises are required to sign in and out at the establishment reception and are required to wear identification at all times whilst on site
- No contractors may be permitted on any trust or establishment premises unless specifically authorised by an appropriate host, such as an appointed health & safety leader, local health & safety manager, principal, or other duly authorised member of staff
- When children, young persons, or other vulnerable persons are present on the premises, contractors without a valid enhanced DBS check must be supervised for the duration they are onsite by another member of the organisation or the establishment who does have a satisfactory enhanced DBS check
- All contractors must receive a Health and Safety Induction from an authorised member of staff before being permitted to work on site - this must include information on the:
 - layout of the site and any relevant hazards within the area of work
 - trust Health & Safety Policy and any other relevant policies and procedures
 - fire, emergency, first aid, security, and welfare arrangements in place
 - site specific rules, policies, practices, and procedures relevant to the contractor
- Where practical, contractors must segregate their work areas from staff, trainee teachers, pupils, and visitors
- Each establishment must take account of the possible presence of contractors when developing, implementing, and practising fire and other emergency arrangements
- It is the responsibility of every host and principal to take all reasonable steps to ensure the health and safety of all contractors on their premises, and the associated risks arising from contractor activities that may affect their staff, trainee teachers, pupils, or visitors
- Each establishment must comply with the requirements of the Construction (Design and Management) Regulations 2015 and ensure that appropriate arrangements are in place
- Each establishment must ensure the proper vetting and selection of contractors regardless of what work they may be required to undertake; checks must be made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety controls
- All contractors are required to provide suitable risk assessments, method statements and other supporting documentation to demonstrate safe working practices for the specific work being undertaken, and each establishment must ensure they are satisfied with these prior to permitting or authorising any work
- Staff at each establishment are responsible for monitoring and supervising work in their areas of control, including any contractor activities
- There is an explicit duty on every establishment to ensure suitable arrangements for monitoring, controlling, and reviewing contractors before, during and after works
- All contractors must report any accidents or incidents resulting in injury or damage to their host, the appointed local health & safety manager and/or establishment principal, without delay
- All contractors are expected to comply with this Health & Safety Policy, and all relevant legal requirements, codes of practice and guidance relating to their operations and work activities
- Each establishment must ensure that all works undertaken by contractors are inspected and signed off by a competent member of staff (usually the local health & safety manager); this also means ensuring that any certifications and documentation are obtained prior to sign off
- Every staff member responsible for engaging with contractors must make themselves familiar with how to manage and work with contractors throughout any construction or refurbishment activities, particularly at the design, planning and organisation stages
- A copy of the Health & Safety Policy, and any other relevant policies and procedures, must be made available to every contractor

Consideration should be given to HSE publications:

- HSE INDG 411 Need building work done? A short guide for clients on the Construction (Design and Management) Regulations 2015
- HSE INDG 344 - The absolutely essential health and safety toolkit for the smaller construction contractor
- HSE INDG 368 (rev1) Using contractors: A brief guide
- HSG159: Managing contractors – A guide for employers
- HSG150: Health and safety in construction

Appendix L Control of Substances Hazardous to Health – Rules and Practices

The following rules and practices must be applied in relation to the use, handling, storage, and disposal of hazardous substances:

- No hazardous substances may be permitted to be used, handled, stored, disposed of, or brought onto any trust or establishment premises without prior authorisation from the principal, a documented COSHH assessment, supporting safety data sheet and suitable controls in place
- Each establishment must maintain an up-to-date register of all hazardous substances used, handled, stored, or disposed of on their premises, and this must include up-to-date safety data sheets, technical specifications and COSHH assessments for each hazardous substance
- All new hazardous substances which are being considered for use or storage on any premises must undergo a process of assessment and approval, using the relevant technical information and data sheets, prior to any decisions being made
- Wherever possible, non-hazardous substances must be used in place of any hazardous substances, and if this is not possible, the least harmful substance must be used
- COSHH assessments must be in place for all hazardous substances, and any identified control measures must be implemented prior to their use, handling, storage, or disposal
- All hazardous substances must be stored according to the guidance provided in the COSHH assessment and safety data sheet, and as a minimum, must be stored in an approved, secure, and signed storage area when not in use
- All processes and activities involving hazardous substances must be designed and operated to minimise the emission, release, or spread of hazardous properties
- When developing control measures, account must be taken of all routes of exposure (e.g., inhalation, skin absorption or ingestion), and care must be taken to ensure that any control measures being considered do not increase the overall health and safety risks to individuals
- Exposure to hazardous substances should be controlled by measures that are proportionate to the health risks involved, with the most effective and reliable control measures chosen
- Where adequate control of exposure cannot be achieved by other means alone, suitable personal protective equipment should also be provided and used
- All control measures must be monitored and reviewed regularly for their continuing effectiveness, and where there is a statutory requirement for testing, examination and/or monitoring, documentary evidence must be maintained
- Health surveillance must be arranged for any staff who may be exposed to any substance for which there is a disease associated with that substance (e.g., asthma, dermatitis, or cancers) and where it is possible to detect the disease or adverse health effect
- Where required, staff, pupils and contractors must be provided with suitable and adequate information, instruction and documented training on the risks associated with any hazardous substances with which they work, or otherwise come into contact with, and the control measures they need to use to minimise those risks, including the use of any personal protective equipment
- Where formalised training is required, training records must be maintained for all relevant persons, and must include details of who has received the training, when it was delivered, by whom, and the content of the training
- No staff, pupil or contractor may use, handle, or dispose of any hazardous substances, unless authorised and adequately trained to do so, and only in accordance with any safe working practices and protective equipment identified in the COSHH assessment

- Any person showing adverse symptoms or effects attributable to potential exposure to a hazardous substance must immediately be removed from the area or activity, appropriate medical advice sought, and reported as an accident

The following general precautions must always be applied by all staff, pupils, and contractors, when using, handling, transporting, or storing hazardous substances:

- Only use, handle, store or dispose of hazardous substances for which you have received the appropriate training, information, instruction, and/or supervision, and which you have been authorised to handle
- Never allow any hazardous substance to come into contact with your eyes, skin, orifices, or mucous membranes, and avoid inhaling any fumes, gases, vapours, or dusts
- Always observe good housekeeping and hygiene practices
- Never swallow any hazardous substances or consume drink or food where hazardous substances are used, handled, stored, or disposed
- Always make yourself aware of the COSHH assessment and material safety data sheet for each hazardous substance you are authorised to use or handle
- Always wear appropriate personal protective equipment and clothing, as defined in the relevant COSHH assessment and safety data sheet
- Always ensure adequate ventilation and/or use the supplied ventilation equipment prior to, during and post use and handling of hazardous substances
- Ensure that all hazardous substances are only stored in appropriate/approved, designated and well-ventilated areas, away from extremes of temperatures and direct sunlight, and areas where food and drink are stored/consumed
- Immediately clean up any spillages and dispose of them using suitable containers
- Hazardous substances should only be transported in closed packages, using the correct handling equipment, where required
- Any concerns, accidents or incidents involving hazardous substances must be reported immediately to your line manager, the appointed health & safety leader, or the establishment principal

Consideration should be given to HSE publications:

- [HSE INDG Working with substances hazardous to health - a brief guide to COSHH](#)
- [HSE HSG 97 A step by step guide to COSHH assessment](#)
- [EH40/2005 Workplace exposure limits](#)
- COSHH Essentials

Appendix M Display Screen Equipment – Rules and Practices

The following rules and practices must be applied in relation to the provision and use of DSE:

- All staff who are required to use DSE for prolonged periods of time during the course of their working day must be identified and must personally conduct a documented DSE assessment of their work area using the self-assessment tool in conjunction with adequate information instruction and/or training; this includes staff who work off-site or from home
- DSE assessments must also be carried out following the introduction of any new DSE or following changes to the setup of existing DSE
- Matters to be taken into account during the DSE assessment must include:
 - the whole workstation, including equipment, furniture, and the working environment
 - the job or tasks involved
 - any special needs of the individual
- Where DSE assessments identify adjustments or adaptations needed to control the risks associated with the use of DSE, or where they reveal equipment or other issues that do not

meet the minimum legal requirements, appropriate adjustments, adaptations, or corrective measures should be made by the establishment, where reasonably practicable

- DSE users are entitled to request an eye and eyesight test, and where special corrective appliances are needed to support their use of DSE, a special pair of spectacles may be prescribed; any costs arising from these tests and 'special' appliances (supported by a medical or Occupational Health recommendation) will be borne by the establishment. Employer's liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality necessary for the user's work whilst minimising the risk of injury/exacerbation. 'Normal' corrective appliances are at the user's own expense
- DSE assessments, including self-assessments, and any recommended adjustments, should be documented, reviewed, and updated on a regular basis
- DSE users are required to carry out pre use checks of their DSE and work area
- DSE users must maintain their DSE and work area in a good, organised, and clean condition
- DSE users must report any defects or issues affecting their DSE or work area to their line manager, or an appropriate member of staff, at the earliest opportunity
- Consideration should be given to HSE publication:
 - HSE INDG 36 Working with display screen equipment (DSE) - a brief guide

Appendix N Educational Visits – Rules and Practices

The following rules and practices must be applied in relation to planning, organising, managing, and controlling educational visits:

- All educational visits must be managed in accordance with the EVOLVE system and guidance, and in compliance with the trust Educational Visits Policy All EVOLVE documentation (including risk assessments and IPRAs) must be completed and in place prior to any educational visits being authorised by the Educational Visits Co-ordinator (EVC) and principal
- The trust Health and Safety Function should be notified of all residential and overseas visits a minimum of 2 months before the date of the visit
- Consideration should be given to the guidance issued on the Outdoor Education Advisers' Panel (OEAP) website
- The principal must ensure that sufficient arrangements and resources are in place for the planning, organisation and management of educational visits being considered
- The principal has overall responsibility for ensuring that educational visits are planned, organised, and managed in a safe and compliant manner
- Establishments must strike a balance between the benefits of each educational visit and the potential risks involved, which means that:
 - the principal and their staff should focus on real risks when planning visits, and these risks must be robustly managed and controlled
 - proportionate precautions and control measures must be agreed, and where possible, put in place prior to authorising any visits
 - those running visits must understand their roles, be competent to lead or take part in those visits and be adequately supported and resourced by the establishment
 - pupil learning opportunities are encouraged and maximised
 - staff running trips clearly communicate key information about the planned activities to colleagues/pupils and, where appropriate, parents and carers; this should include the precautions and control measures that will be put in place and why these are necessary to help ensure everyone focuses on the important issues
- It is important that those running educational visits ensure:
 - the agreed precautions and control measures are in place, are monitored, and where necessary, reviewed and enhanced
 - that they know how and when to apply contingency plans, where necessary
 - they seek out and adhere to advice from other stakeholders, such as those with local knowledge or specialist expertise (especially in respect of high-risk activities)

Appendix O Electrical Safety – Rules and Practices

The following rules and practices must be applied in relation to the use and management of electrical systems, installations, and equipment:

- In all cases, any defective or suspected defective electrical installations, systems, sockets, lights, equipment, systems of work, fittings, etc. must not be used, should be quarantined (where possible) and must be reported to the local health & safety manager as soon as possible

Electrical installations and systems

- All fixed installations and systems must be maintained in a safe condition, meet the required standard – BS 7671 and be periodically inspected every five years by a competent contractor, with any remedial works acted upon in a timely manner
- Adequate socket-outlets and electrical circuits must be provided to avoid overloading of circuits or extension cables, or the need for excessive use of extension leads
- Overloading of plugs and sockets must be avoided to reduce the risk of fires
- Where extension leads are used, the electrical capacity of the circuit must be assessed
- Staff, trainee teachers, pupils, visitors, and contractors are required to report any defective electrical installations, systems, or equipment they encounter and avoid their use until repaired
- Consideration must be given to the environment that electrical systems are to be installed or used in and any power supply must be rated accordingly
- Suitable earthing arrangements must be installed and used, where required
- A means of isolating electrical installations and systems must be installed and used, where appropriate, and suitable precautions must be put in place to ensure that circuits and equipment can be made dead prior to any electrical work taking place
- Lone working on any electrical installations, systems or equipment must be avoided, where reasonably practicable, should only be undertaken by an authorised and competent person/contractor, and only where robust risk assessments, safe systems of work, and other appropriate control measures are in place to prevent death or injury

Portable electrical equipment

- All portable electrical equipment must be maintained in a safe condition, be subject to a system of annual visual inspection, tested by a competent person, and be suitable for its intended use with due consideration given to the environment in which it will be used
- Any Third Party owned specialist Lithium battery powered hoisting equipment intended for lifting persons needs to comply with LOLER. Before use, 6-monthly servicing, maintenance, and load testing of equipment should be checked. Defects/overdue thorough examinations should be reported to the owner immediately to address and evidence rectification sought
- Staff, pupils, visitors, and contractors must seek advice and authorisation from the appointed local health & safety manager before using any new or personal electrical equipment they intend to plug or connect to any electrical installations prior to its connection at any trust or establishment premises
- Staff must undertake pre use and periodic visual inspections of all equipment, cables, and sockets to ensure they are safe to use
- Staff, pupils, visitors, and contractors must report any equipment that appears to be damaged or defective to the appointed local health & safety manager. Such equipment must not be used and be quarantined and/or marked as defective

Competence and training

- Where appropriate, staff, pupils, visitors, and contractors must receive adequate instruction, training, information, and supervision, including the requirement to carry out pre use and periodic visual checks, relevant to the electrical installations, systems, and equipment in their area or that forms part of their work
- Only appropriately trained and competent persons may be authorised to carry out any work on electrical installations, systems and/or equipment

- All contractors must be informed of, and are expected to comply with, this Health & Safety Policy, and any risk assessments, procedures, instructions, or safe systems of work that are relevant to the electrical installations, systems, and equipment that they are authorised to work on

Information to be kept

- A register of all portable electrical equipment, electrical installations, electrical systems, and instruments/testing equipment used on the establishment's premises
- Certification and inspection records and/or labels of inspections and tests conducted on fixed installations, electrical systems, portable electrical equipment, and personal protective equipment, showing the date of the test, name of the tester, scheduled date of the next test and details of any repairs or modifications
- Record of competence and training of persons/contractors authorised to inspect electrical installations or equipment, and to carry out, manage, supervise, or assess electrical work
- Safety information provided to and received from contractors and other third parties, including permits authorising work on electrical installations, systems, and equipment

Consideration should be given to HSE publications:

- [HSE INDG 236 Maintaining portable electrical equipment in low-risk environments](#)
- [HSE HSG 107 Maintaining portable electrical equipment](#)
- [HSE HSG 85 Electricity at work - Safe working practices](#)

Appendix P Equipment In and On Establishment Premises – Rules and Practices

The following rules and practices must be applied in relation to the use and management of machinery, plant, and equipment (including play equipment) in and on trust and establishment premises:

General Requirements for All Equipment

- Each establishment must have in place suitable arrangements for the maintenance, inspection, quarantine, repair, replacement and safe disposal of all plant, machinery, and equipment, including identification and assignment of key responsibilities for such arrangements
- All machinery, plant and equipment must comply with all relevant standards, legislation, and guidance, where required be CE marked, and suitable for its intended purpose and use
- All machinery, plant and equipment must be accompanied by suitable health and safety measures (such as instructions, training, protective devices, and controls) and all dangerous parts must be suitably guarded or removed
- A suitable risk assessment must be completed and documented for the use and management of machinery, plant, and equipment where there is a risk to the health and safety of the user, or other people who may be affected
- All machinery, plant and equipment must be maintained in efficient order and in good repair, in line with legal requirements, manufacturer's instructions and any other applicable guidance
- Where necessary, all mobile and portable equipment must be stored in an appropriate designated place this is safe for such purposes
- No machinery, plant or equipment must be used, stored, or installed in any locations where this results in an unnecessary risk to health and safety; this includes, but not limited to:
 - obstructing the ventilation points of any equipment or the building
 - obstructing access and egress to safety devices or emergency exits
 - use of standard electrical items in wet or damp environments
 - installation of dust producing machinery without adequate local exhaust ventilation
- Regular inspections of all equipment must be carried out by competent persons, and suitable records must be maintained to demonstrate that these are being undertaken
- The frequency of inspections should either be determined by a suitable risk assessment, the manufacturer's instructions and/or other suitable guidance

- Machinery, plant, and equipment requiring statutory inspection and/or testing (e.g., boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, fire safety equipment, etc.) must be undertaken by a competent person or contractor
- All machinery, plant and equipment must be clearly marked with appropriate instructions, safety signage and other information to highlight any significant hazards
- The manufacturer's instructions, technical documentation and any other relevant information must be maintained for each machine, plant, and equipment in use, where appropriate
- Any machinery, plant, or equipment found to be defective must be taken out of service and marked as such and must either be safely disposed of or repaired
- No staff, pupil or other persons may use any machinery, plant, or equipment for any other purpose than that it has been designed and/or assessed for
- All staff, pupils and other persons must carry out pre use checks prior to using any machinery, plant, or equipment they are authorised to use, to ensure that it is safe for its intended purpose or operation; where defects are identified, they must be reported to an appropriate person immediately, and the equipment quarantined and/or marked as such
- Any staff, pupils or other persons authorised and required to use any machinery, plant or equipment provided by, or under the control of, the trust or the establishment, must have received appropriate information, instruction, training and/or supervision
- Machinery, plant, and equipment may only be used by staff, pupils and other persons who have received prior authorisation and have received appropriate information, instruction, training and/or supervision for its use and operation
- Where appropriate, documentation should be maintained for all information, instruction, training and/or supervision provided to staff, pupils and other persons who are authorised to use machinery, plant, and other equipment

Outdoor Play Equipment

- In respect of play equipment, consideration must be given to the play safety advice and guidance provided on the Play England and RoSPA websites
- Each establishment must ensure that their outdoor play equipment conforms to BSEN 1176/1177 and/or any other relevant standards
- Each establishment must manage the risks associated with such equipment by ensuring that:
 - pre-use checks are carried out by relevant staff before it is used by pupils
 - a weekly visual check of all outdoor play equipment is undertaken
 - annual inspections and routine maintenance are undertaken and documented by a competent person for all outdoor play equipment
 - an up-to-date risk assessment is kept ensuring that all outdoor play equipment and activities are reasonably safe, controlled and adequately supervised

Lifting Equipment

- Lifts, hoists, and other lifting equipment are specialist equipment subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- All such equipment must be marked with its safe operating limits and be subject to regular examination and maintenance by a competent person or contractor, consistent with the type and use of the equipment concerned
- Examination of such equipment should be undertaken in accordance with the relevant written scheme of examination, and the manufacturer's instructions
- As a minimum, examinations should take place:
 - on commissioning when the equipment is new
 - annually for lifting equipment not used for lifting people, e.g. cranes, etc.
 - six monthly for lifting equipment used for lifting people, e.g. lifts, hoists, etc.
 - six monthly for all lifting accessories, such as slings, shackles, strops, etc.
 - immediately for any lifting equipment or accessories that have been subject to exceptional circumstances during their use, e.g. resulting in damage or failure

- Users of lifting equipment and accessories are responsible for carrying out pre use checks before their use, and where defects or issues have been identified, the equipment must be quarantined and not be used, and reported immediately to the local health & safety manager
- All users of such equipment must be adequately trained, instructed and/or supervised, and, where appropriate, this should be maintained and documented
- The trust and its establishments must appoint a competent contractor to maintain all lifting equipment and accessories, and ideally a different contractor for examining and testing them
- All lifting equipment and accessories must be maintained in accordance with their written scheme of examination
- Examinations, maintenance and repairs of all lifting equipment and accessories must be recorded, documented, and kept up to date

Pressure Equipment

- Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR), which deal with any plant or equipment that uses a relevant fluid
- A relevant fluid is:
 - a gas with a pressure of >0.5 bar
 - steam at any pressure
- All such pressure systems must be marked with their safe operating limits, have a written scheme of examination and must be subject to mandatory periodic inspections by a competent person or contractor
- Each establishment must arrange for their pressure systems to be inspected within the maximum periods specified:
 - air pressure systems - 26 months (normally 24 months)
 - air steam boilers and boilers >100C - 14 months (normally 12 months)
 - refrigeration and air conditioning systems - 48 months
 - steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
 - steam receiving plant - 26 months (normally 24 months)
 - other pressure systems 12 – 120 months (dependent on vessel type, contents, and application)
- All periodic inspections must be carried out, recorded, documented, and maintained in accordance with the relevant written scheme of examination for each pressure system
- All users of such equipment must be adequately trained, instructed and/or supervised, and where appropriate, this should be maintained and documented
- The trust and its establishments must appoint a competent person or contractor to maintain all pressure systems, and ideally a different contractor for examining and testing them

Local Exhaust Ventilation (LEV) Equipment

- LEV equipment is used to eliminate or reduce the risk posed by dusts, fumes, gases, vapours, and mists, and are subject to certain requirements under the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Such equipment and systems must be installed, maintained, and thoroughly examined by a competent person or contractor
- They must also be subject to thorough examinations and tests at least every 14 months, with all records being kept and maintained for at least five years
- Local arrangements must be in place for ensuring that pre use checks, good general housekeeping and routine inspections are being undertaken on all LEV equipment
- A Logbook and manuals must be maintained and made available for all LEV equipment
- All LEV equipment must be labelled, detailing the status of the equipment, when it was last examined, who undertook the examination and when the next examination is due

- LEV users are responsible for carrying out a pre use check before using any LEV equipment, and where defects or issues are identified, the equipment must be quarantined and not be used, and reported immediately to the local health & safety manager
- Where any activities require the use of an LEV system that is unavailable, those activities should not be undertaken
- All users of such equipment must be adequately trained, instructed and/or supervised, and, where appropriate, this should be maintained and documented
- The trust and its establishments must appoint a competent contractor to maintain all LEV equipment, and ideally a different contractor for examining and testing them
- All LEV equipment must be maintained in accordance with the manufacturer's instructions
- Examinations, maintenance, and repairs of all LEV equipment must be recorded, documented, and kept up to date

Consideration should be given to HSE publications:

- [HSE INDG 229\(rev2\) Using work equipment safely](#)
- [HSE INDG 291 \(rev1\) Providing and using work equipment safely - a brief guide](#)
- [HSE INDH 271 Buying New Machinery - A short guide to the law and your responsibilities when buying new machinery for use at work](#)
- HSE LA455: Safe use of ladders and stepladders – a brief guide
- [HSE INDG 474 - Lifting equipment at work: A brief guide](#)
- [HSE INDG 422 - Thorough examination of lifting equipment - a simple guide for employers](#)
- [HSE INDG 339 Thorough examination and testing of lifts: Simple guidance for lift owners](#)
- [HSE INDG 261 Pressure systems at work: A brief guide to safety](#)
- [HSE INDG 178\(rev2\) Written schemes of examination Pressure Systems Safety Regulations 2000](#)
- [HSE INDG408\(rev1\) - Clear the air: A simple guide to buying and using local exhaust ventilation \(LEV\)](#)
- [HSE INDG409 - Time to clear the air! - A workers' pocket guide to local exhaust ventilation \(LEV\)](#)
- [HSE INDG367 - Inspecting fall arrest equipment made from webbing or rope](#)

Appendix Q Fire Safety – Rules and Practices

The following rules and practices must be applied in relation to fire and emergency safety:

- Consideration should be given to the fire safety guidance published on the Department for Levelling Up, Housing and Communities (DCLG) website
- As occupiers, each establishment must put in place such general fire precautions as are necessary to control the risks of fire and other emergencies and ensure, so far as reasonably practicable, the safety of all staff, pupils and other persons that may be affected by such risks
- In a fire emergency situation, the following information must be made available to the relevant emergency situations:
 - details of any relevant hazards and hazard identification arrangements that may assist them, including hazards likely to arise due to the incident or emergency
 - what warning, evacuation/invacuation and communication arrangements are in place
 - the location of any refuge points, firefighting equipment, isolation points, fire alarm panels and other relevant equipment or information
- Each establishment should ensure that they liaise with all local emergency services regarding fire safety and emergency planning and arrangements, where necessary
- Fire risk assessments must be completed, documented, and maintained for all parts of the establishment, for the purpose of identifying the general fire precautions required

- Any actions or improvements identified by the fire risk assessments must be addressed in a timely manner with consideration given to both the risks and costs
- Significant findings of the fire risk assessments, including details of any groups of persons identified as being especially at risk, must be recorded and brought to the attention of all relevant staff, pupils, and other affected persons
- Where flammable or explosive substances are present at the establishment, the relevant fire risk assessment must take account of these with the view to eliminating or reducing the associated risks, so far as is reasonably practicable
- Every establishment must be equipped with appropriate firefighting equipment, fire detectors and alarms, and fire-resisting elements that meet government and industry standards
- Non-automatic firefighting equipment, such as fire extinguishers, must be easily accessible and simple to use, with their locations clearly identified
- Suitable and sufficient emergency routes and exits must be clearly identified for staff, pupils, and other affected persons to evacuate as quickly and safely as possible
- All emergency routes and exits must:
 - lead to a place of safety
 - be identified by appropriate signage
 - be kept clear at all times
 - open in the direction of escape
 - allow easy and immediate opening
 - remain unlocked and unfastened at all required times e.g. during occupation
 - have adequate illumination, including emergency lighting, where required
- All fire detection and alarm systems must be maintained in efficient working order, good repair and be tested (and serviced) at regular intervals, as determined by the fire risk assessment and manufacturer's instructions, with suitable records kept and maintained
- Regular inspections must be carried out, recorded, and documented for all fire related systems and equipment, by either an appointed competent contractor, or in-houses trained staff
- All fire detection and alarm systems must be maintained in efficient working order
- Fire and emergency drills must take place every term, in accordance with the establishment's fire safety management plan(s), and these must be recorded, documented, and maintained
- All staff, pupils and other affected persons must be provided with suitable instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or emergency, which must be provided at induction, and repeated periodically/as required
- All staff, trainee teachers, pupils, visitors, and contractors have a duty to ensure that all fire exits, emergency routes and firefighting equipment are kept clear at all times
- Personal Emergency Evacuation Plans must be completed, documented, communicated, and maintained for each vulnerable person, where required, to ensure their safe evacuation in the event of a fire emergency
- Each establishment must appoint a local health & safety manager, who shall act as competent person (fire safety) and will be responsible for ensuring that all preventative and protective measures for fire and emergencies are in place and maintained to an appropriate standard
- The competent person (fire safety) must be provided with adequate information, training, and other resources to carry out their assigned duties
- The competent person (fire safety) must only act within their level of competence
- Any defective fire prevention, detection or firefighting equipment must be reported immediately, and either replaced or repaired in a timely manner
- Each establishment must appoint a sufficient number of fire wardens/marshals to implement and manage the fire and emergencies plans applicable to their establishment
- Each establishment must prepare, publish, and maintain detailed fire safety management plan(s) that clearly outlines the actions to be taken if a fire or emergency is identified or suspected

Appendix R First Aid – Rules and Practices

The following rules and practices must be applied in relation to first aid provision:

- Each establishment must ensure local compliance with the trust First Aid Policy, including the provision of adequate first aid equipment, facilities, and trained first aiders to enable first aid to be given to staff, trainee teachers, pupils, and visitors, if they become injured or ill
- Such arrangements must also be extended to all educational visits, extra-curricular activities, and events
- The first aid requirements at each establishment must be determined by an assessment of the particular activities, circumstances, and risks involved at each location
- When carrying out an assessment to determine the first aid requirements, the factors that should be considered include:
 - any risks identified in relevant risk assessments, including Wellbeing Action Support Plans (WASPs) and Individual Pupil Risk Assessments (IPRAs)
 - any specific local risks, such as hazardous substances or machinery
 - areas where there may be different levels of risks
 - previous accidents, incidents, and ill health
 - number of staff, trainee teachers, pupils and visitors present
 - annual leave, unexpected absence, and training requirements of trained first aiders
 - staff and pupils with special needs and requirements
- A sufficient number of first aid boxes must be provided and maintained for all locations and situations, including for educational visits, lone working etc.
- First aid boxes should be located in conveniently accessible positions round the premises, and these locations should be clearly identified
- A list of current first aiders and appointed persons should be displayed on all relevant notice boards, or otherwise brought to the attention of staff, trainee teachers, pupils, and visitors
- All first aiders should receive suitable training (including refresher training) in accordance with HSE guidance, and documentation for such must be maintained and kept up to date
- First aid is not to be administered by anyone other than authorised and trained first aiders, and only within the limitations of their training

The minimum duties of all first aiders includes ensuring:

- They take the lead in providing immediate first aid treatment to injured or ill staff, trainee teachers, pupils, and visitors, and where appropriate, summoning emergency services, whilst ensuring ongoing communication with the injured party
- Accidents or incidents requiring first aid treatment are recorded within 48 hours of occurring
- First aid facilities under their control are available, well stocked and maintained in a good condition including the replacing of any damaged or out of date items
- They always take a first aid kit with them when evacuating the establishment during a fire or other emergency if it is safe to do so
- They inform the appointed health & safety leader, local health & safety manager and/or principal of any matters or concerns relating to the provision of first aid at the establishment
- Their training remains up to date, with copies of first aid training certification provided to the establishment

Consideration should be given to HSE publications:

- [HSE INDG 214 First aid at work - your questions answered](#)
- [HSE INDG 347 Basic advice on first aid at work](#)
- [HSE INDG 342 Blood-borne viruses in the workplace - guidance for employers and employees](#)

Appendix S Food Safety – Additional Food Standards Agency Guidance

<https://www.food.gov.uk/>

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-institutional-caterers>

Appendix T Gas Safety – Rules and Practices

The following rules and practices must be applied in relation to the provision, use, and maintenance of gas systems and appliances:

- Each establishment must ensure that gas systems, supplies and all associated pipework is examined every five years, or sooner where required
- All gas systems pipework should be easily identifiable and appropriately labelled with fittings maintained in a safe condition, corrosion free and remain fit for purpose
- Any gas system, pipework or fittings that become damaged, or are deemed as no longer fit for purpose, should be identified and isolated, where possible, pending repair or replacement
- Each establishment must ensure that gas safety checks and routine servicing is carried out, documented, and maintained on each gas appliance, system, installation, and flue, in accordance with the manufacturer's instructions, or annually if these are unavailable
- Maintenance, servicing and safety checks of gas systems, pipework, fittings, and flues must only be undertaken by a competent and Gas Safe registered contractor/person
- Appropriate checks must be carried out on all contractors/persons prior to authorising any gas related works

Consideration should be given to HSE Publication:

- [HSE INDG 238 Gas Appliance - get them checked, keep them safe](#)

Appendix U Health & Safety Inspections and Audits – Rules and Practices

The following rules and practices must be applied in relation to such inspections and audits:

- Each establishment must have in place arrangements for ensuring all daily monitoring, inspections and spot checks of premises, activities and equipment are being undertaken by designated persons for the purpose of identifying and addressing any health and safety issues
- Documented workplace inspections must be carried out at a frequency determined by both the trust health and safety function and each establishment using the designated system to plan, record, and review such inspections and their findings
- Issues identified during inspections must be recorded on the relevant system and reported to the principal and/or local health and safety manager at the earliest opportunity
- The health and safety management arrangements at the trust and its establishments will be audited at least once annually by the trust health and safety function
- The trust and its establishments will also be subject to third party audits and inspections, as part of Ofsted requirements, HSE/Local Authority/Fire Authority inspections regimes, etc.
- Any issues identified as part of any inspection or audit must be reported to the principal and/or local health and safety manager to be addressed in a timely manner to prevent harm or injury
- The results of audits and inspections must be assessed, monitored, and reviewed by the trust Board, principals, health & safety leaders, local health & safety managers, Local Governing Bodies and/or the local Health & Safety Committees to agree appropriate corrective actions, resources, and target dates, where necessary
- It is accepted that inspections and audits alone will not keep premises safe, and so there is an expectation on all staff, trainee teachers, pupils, visitors, and contractors to play their part in reporting and addressing any health and safety issues or concerns they identify

Appendix V Housekeeping (including Managing Slip and Trip Hazards) – Rules and Practices

The following rules and practices must be applied to ensure good housekeeping standards:

- When carrying out risk assessments, account must be given to the hazards, risks and control measures associated with slips, trips, and falls, as well as the access requirements of staff, trainee teachers, pupils, visitors, and vulnerable groups (e.g., older people and those with disabilities)
- Each establishment must ensure local arrangements are established and maintained for the safe movement of people around their premises, including measures for dealing with inclement weather, snow, and ice, etc.; these should be clearly communicated to all affected persons
- Each establishment must ensure local cleaning, housekeeping and maintenance arrangements are in place to ensure a clean, orderly, well maintained, and uncluttered workplace; these arrangements should clearly identify key responsibilities and accountabilities
- Suitable information, instruction and training must be provided to all staff and pupils regarding the avoidance of slip and trip hazards, including spillage prevention, containment, and removal
- Consideration must be given to the slip resistant qualities and general suitability of flooring materials when selecting or replacing floor surfaces and/or cleaning methods
- Local spill response, containment and removal arrangements must be in place to ensure the rapid clean-up of any spillages or contamination by designated staff; when determining these arrangements, consideration must be given to the potential of floors becoming greasy, which may require the provision and use of specialist cleaning agents
- Suitable warning signs and barriers must be erected as soon as a spillage has been identified, where possible, and must remain in place until the area is safe to use
- Staff, trainee teachers, pupils, visitors, and contractors who identify a slip or trip hazard must either deal with the hazard immediately, if safe to do so, highlight and segregate the area using appropriate signage/barriers and/or immediately report the issue to the local health & safety manager
- All maintenance and cleaning work resulting in wet, slippery, or uneven floors should only be carried out with warning signs and barriers erected to segregate people from the area
- Steps and slopes on floors must have good foot and hand holds
- Sudden changes of floor level should be avoided, where possible, or made easily identifiable
- Suitable lighting levels must be maintained in all areas and walkways
- All staff, trainee teachers, pupils, visitors, and contractors must wear suitable footwear, taking into account the area, conditions, and activities
- Stores, desks, shelves, and cupboards must be used appropriately, must not be overloaded, or overstocked, and all materials and items should be stored safely and neatly
- Doors, stairs, steps, corridors, passageways, emergency routes and fire exits must be kept clear of rubbish, trailing leads, discarded items and other materials likely to cause a slip, trip or obstruction hazard
- Desks, tables, cups, plates, cutlery, and appliances should be kept clean, in a good hygienic condition and stored safely when not in use
- Accidents and incidents involving slips and trips must be reported within 48 hours and be appropriately investigated to identify the underlying causes and corrective actions needed to prevent a recurrence

Consideration should be given to HSE publications:

- [HSE INDG 225 Preventing slips and trips at work - a brief guide](#)
- [HSE INDG 244 Workplace health, safety, and welfare - a short guide for managers](#)
- HSE: Slips and trips: Hazard spotting checklist

Appendix W Legionella – Competent Person (Legionella) Responsibilities, Rules and Practices

The competent person (legionella) is responsible for:

- Acting as a single point of contact for all legionella safety related enquiries at the establishment.
- Ensuring local compliance with all legionella related guidance, policies, procedures, legionella risk assessments, schematic plans, and associated control measures
- Ensuring that any works, or modifications, made to the water systems are reflected in the legionella risk assessments, schematic plans, and control measures
- Attending suitable training, as required to undertake this role, at intervals not exceeding three years, and ensuring all such training records are retained
- Ensuring they only work within their level of competence and seek appropriate guidance and direction from the principal of any improvements, issues or concerns relating to legionella control arrangements at the establishment
- Ensuring that staff and/or contractors undertaking disinfections, tests, flushing, checks and maintenance of the water systems are competent and trained to do so, and that records of such are kept and maintained
- Ensuring records of all legionella risk assessments, schematics plans, disinfections, tests, flushing, checks, and maintenance are in place, undertaken and maintained for all water systems at the establishment; these must be retained for at least five years
- Promoting legionella awareness and responsibilities among all staff, pupils, and contractors

The following rules and practices must be applied in relation to the management of legionella:

- Legionella management at each establishment must be controlled by the competent person (legionella) who shall be the appointed local health & safety manager, where possible
- If an establishment decides to commission contractors to carry out legionella control activities, it is still the responsibility of the competent person (legionella) to ensure that the contractors are competent to undertake such activities, and that they are carried out to the required standards
- A legionella risk assessment and schematic plan must be maintained for every water system at the establishment and reviewed regularly and following any significant changes at the setting by a competent person. Significant changes may be considered:
 - ⊖ changes to the water system or its use
 - ⊖ changes to the use of the building in which the water system is installed
 - the availability of new information about risks or control measures
 - the results of checks indicating that control measures are no longer effective
 - changes to key personnel
 - a case of legionnaires' disease/legionellosis associated with the system
- Each establishment must maintain arrangements for carrying out regular visual checks on the cleanliness and general condition of all their water systems
- A written cleaning, disinfection and treatment policy, procedure, or safe system of work for each water system must be developed and made available to relevant staff and contractors
- Each establishment must maintain arrangements for ensuring the regular flushing of outlets, disinfection of water systems, and routine temperature, water sampling, chemical water quality and other checks are carried out by a competent contractor or staff
- Records of all legionella risk assessments, schematic plans, disinfections, tests, flushing, routine checks, and maintenance undertaken on the water systems must be maintained for at least five years
- Under no circumstances are any staff or contractors permitted to make any alterations or modifications to water systems without prior authorisation from the competent person (legionella)

- Any contractor suspected to be carrying out any unauthorised work on any water system should be immediately stopped, if safe to do so, and immediately reported to the principal and/or the competent person (legionella)
- If any establishment has a case of suspected legionella, the principal and/or competent person (legionella) must notify the trust health & safety function as soon as possible

Consideration should be given to HSE publications:

- [HSE INDG 458 Legionnaires' disease - a brief guide for duty holders](#)
- HSG274: Legionnaires' technical guidance

Appendix X Lone Working – Rules and Practices

The following rules and practices must be applied in relation to managing lone working:

- All lone working, including, where appropriate, travel to and from work, and travel between different establishments and premises, must be subject to an assessment to determine if there are any special risks involved
- Assessments for lone working must consider any possible risks of violence and harassment, as well as any special risks to vulnerable staff, female employees, and young persons
- Where any assessment reveals that lone working is inappropriate, appropriate measures must be taken to ensure that adequate supervision, help, or assistance is provided
- Lone working is not to be permitted for any tasks involving the use or handling of plant substances or goods that cannot be carried out safely by one person
- All lone working must have suitable emergency and first aid arrangements in place
- All lone workers must receive adequate information, instruction, and training
- Suitable safe working procedures, systems of work and/or instructions must be in place for all lone working; where required, these should consider:
 - periodic visits by managers, supervisors, or suitable colleagues
 - regular voice contact with lone workers
 - special alarm devices
 - automatic warning devices
 - return to base/home checks
 - mobile first aid kits

Consideration should be given to HSE publications:

- [HSE INDG 73 Protecting Lone Workers - How to manage the risks of working alone and any applicable safeguarding rules, regulations, policies, and procedures](#)

Appendix Y Managing Asbestos – Responsibilities of the Competent Person (Asbestos) / Rules and Practices

The competent person (asbestos) is responsible for:

- Acting as a single point of contact for all asbestos related enquiries on site
- Ensuring local compliance with the asbestos management plan and asbestos related legislation and guidance across their establishment
- Arranging for reasonable steps to be taken to identify and check the condition of all materials likely to contain asbestos within their establishment by a competent and trained person, in the form of an asbestos risk assessment, and that this is monitored and reviewed at a frequency prescribed by the assessment or following any significant changes/incidents
- Presume that materials contain asbestos unless there is clear evidence to confirm otherwise.
- Ensuring that any works or modifications made to any establishment premises are reflected in the relevant asbestos risk assessments, management plans, and any other control measures, and cascading such changes to affected staff, pupils, and other persons

- Making a written record of the location and condition of asbestos-containing materials (ACM) and presumed ACMs, keeping such a record up to date and ensure that a copy is made available to all visitors and contractors to the site, where required
- Maintaining emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known, presumed or newly discovered ACMs
- Ensuring regular inspections and checks of ACMs are carried out, recorded, and maintained, in accordance with the asbestos management plan
- Arranging for the safe control, survey, repair, maintenance, or removal of ACMs by competent and licenced contractors in the event of unplanned damage or disturbance
- Advising the principal of any improvements, issues or concerns relating to the asbestos safety arrangements at the establishment
- Attending training, as required to undertake this role, at intervals not exceeding three years, and ensuring that all such training is recorded and maintained
- Ensuring they only work within their level of competence and seek appropriate guidance and direction from the principal or trust health & safety function, where required
- Promoting asbestos awareness and responsibilities among all staff, pupils, and contractors
- Ensuring that, where required, staff are competent in the use of any systems containing the Asbestos Register, and that asbestos is managed appropriately in their areas of control
- Informing relevant staff and contractors of the location, extent, and condition of asbestos on the premises, where required
- Maintaining asbestos safety signage, information, policies and notices in all appropriate locations within the establishment
- Maintaining adequate, up-to-date asbestos management records for the establishment

The following rules and practices must be applied in relation to the management of asbestos:

- The management of asbestos must be controlled by a competent person (asbestos) who shall be the appointed local health & safety manager, where possible
- A survey of all the relevant buildings must have been carried out to find out if there is asbestos in any of the premises, the amount, and its condition
- All materials must be presumed to contain asbestos unless there is clear evidence otherwise
- An assessment of the risk from the materials must have been carried out in the form of an asbestos risk assessment
- A record of the location and the condition of the ACMs or presumed ACMs must be maintained, kept up to date and communicated to staff and anyone who is liable to work on or disturb it in the form of documented briefings, inductions, risk assessments, method statements, Pre-Construction Information, design plans or Construction Phase Plan
- A plan must be prepared that sets out in detail how ACMs are going to be managed, in the form of an asbestos management plan, and arrangements put in place to ensure this plan is adhered to and is routinely monitored and reviewed
- Prior to any works that will or has the potential to alter the fabric of any premises, a refurbishment and demolition survey must be procured in order to undertake a comprehensive assessment of the materials being distributed prior to any works commencing
- Surveys, sampling, and any work involving the removal or repair of ACMs must only ever be carried out by a competent contractor or person
- All material that contains or is presumed to contain asbestos must be maintained in good repair, or otherwise repaired or removed by a competent and licenced person or contractor
- Staff and contractors must evidence their acknowledgement and receipt of such information, typically in the form of documented briefings, training, or instructions
- Any contractor suspected to be carrying out any unauthorised work on the fabric or structure of a building containing potential ACMs must be immediately stopped from working, if safe to do so, and immediately reported to the principal and/or competent person (asbestos)
- Under no circumstances must staff drill or affix anything to walls that may disturb potential ACMs without first obtaining approval from the competent person (asbestos) for the premises

- Any damage to any structure that possibly contains ACMs should be immediately reported to the principal and/or the competent person (asbestos), who will immediately act to cordon off the affected area and seek appropriate advice
- Local emergency arrangements must be in place to address any unplanned damage, disturbance, or discovery of asbestos, which may include the need to:
 - stop any activities in the affected area immediately
 - remove everyone from the affected area, ensuring that all personal belongings and equipment are left behind
 - prevent anyone from entering / re-entering the area until any necessary remedial action has been taken
 - report the incident to the principal and trust health and safety function
 - arrange for the careful removal of any clothing contaminated with dust or debris and placing items into a sealed plastic bag, and the decontamination of individuals where necessary

Consideration should be given to HSE publications:

- [HSE INDG 223 Managing asbestos in buildings: a brief guide](#)
- [HSE Introduction to Asbestos essentials](#)
- [HSG 264 Asbestos: The survey guide](#)

Appendix Z Manual Handling – Rules and Practices

The following rules and practices must be applied in relation to manual handling:

- Potentially hazardous manual handling must be avoided wherever reasonably practicable, by either eliminating the task, providing mechanical aids, or adopting other alternative systems
- Where it is not reasonably practicable to avoid potentially hazardous manual handling, a suitable risk assessment must be undertaken with a view to reducing the risk of injury by the implementation of suitable control measures, such as the provision of training, instructions, safe systems of work or mechanical aids
- All manual handling assessments should assess the following areas:
 - the tasks involved
 - the individual capacities required
 - the loads involved
 - the working environment involved
- Suitable records must be kept and maintained for all potentially hazardous manual handling tasks, which should include manual handling assessments, training, and safe systems of work
- All staff and pupils involved in potentially hazardous manual handling must receive appropriate instruction, training, and supervision to ensure that correct handling and lifting techniques are adhered to
- All staff and pupils involved in potentially hazardous manual handling must be provided with appropriate Personal Protective Equipment (PPE), where identified and required
- Any equipment provided to assist with moving and handling tasks must be maintained in a good condition and should be regularly inspected and serviced in accordance with the manufacturer's instructions and any relevant statutory requirements
- Defective or damaged equipment must be taken out of use and marked as such until it has been repaired or should otherwise be safely disposed of
- No staff, pupils or other persons shall be permitted to use defective or damaged equipment
- Staff and pupils involved in potentially hazardous manual handling must consider the task at hand to ensure it is safe to undertake, and where equipment is to be used to assist with the task, they must also carry out pre use checks of that equipment prior to its use
- An individual risk assessment must be completed for all young persons, new or expectant parents and staff with health conditions who are required to undertake manual handling tasks; this may result in the individual being restricted from undertaking such tasks

- Any accidents or incidents resulting from manual handling operations must be reported and investigated to identify the underlying causes and any identified corrective actions implemented in a timely manner
- No staff, pupils or other persons shall be permitted or required to lift, move, or handle any loads or objects that are beyond their individual capabilities
- Staff, pupils, and other persons involved in manual handling tasks must seek assistance when lifting, moving, or handling loads that are beyond their individual capacity

Consideration should be given to HSE publications:

- [HSE INDG 143 Manual handling at work - A brief guide](#)
- [HSE INDG 398 Making the best use of lifting and handling aids](#)
- [HSE INDG 171 Managing upper limb disorders in the workplace: A brief guide](#)
- [HSE INDG 383 Manual handling assessment charts \(the MAC tool\)](#)
- [HSE INDG 478 Risk assessment of pushing and pulling \(RAAP\) tool](#)

Appendix AA Personal Protective Equipment – Rules and Practices

The following rules and practices must be applied in relation to the provision, use, and maintenance of PPE:

- The use of PPE as a control measure should be the last consideration after following the general hierarchy of controls to eliminate or minimise the hazards
- Where it has been established that PPE is either the only means of protection or is required to supplement other control measures, the establishment must ensure that adequate supplies of such PPE are made available, used, and maintained by all relevant staff and pupils
- Each establishment must maintain a register of all tasks requiring PPE, including a register of all PPE kept onsite; these should detail the standard of PPE required for each task, as well as any inspection, maintenance, and replacement requirements
- All PPE must be CE marked and must conform with the relevant British Standards
- Suitable storage arrangements must be in place for all PPE when not in use, where required
- All staff and pupils required to wear PPE must receive suitable information, instruction and/or training in its proper use, maintenance, and storage prior to undertaking any tasks requiring such PPE and, where appropriate, records should be kept confirming this has been provided
- All staff and pupils required to wear PPE, or undertaking any tasks where PPE is required, must use the PPE in accordance with the relevant training, instructions, safe systems of work and risk assessments
- All staff and pupils must carry out pre use checks of any supplied PPE, and where they identify any damage or defects, these must be reported to their line manager or the local health & safety manager immediately, and appropriate replacement PPE should be obtained

Consideration should be given to HSE publications:

- [HSE INDG 174 Personal Protective Equipment PPE at Work - a brief guide](#)
- [HSG 53 Respiratory Protective Equipment at Work - a practical guide](#)

Appendix AB Pregnant Women and New Mothers – Rules and Practices

The following rules and practices must be applied in relation to managing the risks posed to pregnant women or new mothers:

- In order to protect the health and safety of a pregnant woman or new mothers and their child/children, it is in the parent's best interests that they inform their line manager and/or principal of the pregnancy in writing as soon as is practicable
- The principal may reserve the right to require pregnant woman to provide written medical evidence of the pregnancy from a qualified doctor, as well as the right to request that they

attend a medical consultation, and, if necessary, allocate work in accordance with any medical opinion given

- An individual risk assessment (WASP or IPRA) should be completed for each pregnant woman or new mother as soon as the establishment is made aware of their change in circumstances. This risk assessment should be completed before allowing the parent to continue with their normal duties/students and consider, as well as any physical, biological, or chemical hazards, the work or study conditions and the tasks undertaken. The document should be reviewed periodically and amended to reflect changes which arise during the development of the pregnancy
- As part of the individual risk assessment, particular attention should be given to any situations where there is potential exposure to specific hazards, such as ionising radiations, lead, mercury, pesticides, and other hazardous substances/situations that pose a risk to the parent of developing foetus or newborn child - Alternate or additional control measures must be implemented by the establishment, where these have been identified by the individual risk assessments; these may include temporarily adjusting the work or study conditions, assignments and/or working hours
- Following the individual risk assessment, specific health and safety guidance and instruction should be provided to the pregnant woman or new mother, as appropriate
- In some circumstances, there may be jobs or tasks that are considered to be unsuitable for pregnant women or new mothers due to the serious risk of harm to the parent and/or child, in which case, the establishment should offer suitable alternative work or, where this is not possible, suspend the parent on full pay for as long as is necessary to protect their and their child's health. This action should only be considered in extreme circumstances and be carried out following appropriate consultation, with the resulting decision being documented
- Suitable facilities and rest breaks must be provided for all pregnant women or new mothers; it is recommended that the timing and flexibility of rest breaks are agreed in advance
- Any pregnant woman or new mother who has any concerns or issues regarding their health, safety or welfare because of their pregnancy must seek advice from their line manager and/or Principal before undertaking any task about which they have a concern

Consideration should be given to HSE publications:

- [HSE INDG 373 A guide for new and expectant mothers who work](#)
- [HSE - Infection risks to new and expectant mothers in the workplace](#)

Appendix AC Responding to Epidemics and Pandemics – Rules and Practices

The following rules and practices must be applied when planning for or responding to epidemics or pandemics:

- Parents/carers should be encouraged to ensure that their child(ren) receives all appropriate routine vaccinations when they are due unless there are genuine medical and/or personal reasons why they should not
- Any staff with a pre-existing chronic health condition, such as chronic heart, lung or metabolic disorders, severe asthma, diabetes, kidney problems or immune system impairment (including cancer treatment), or anyone over the age of 65 should also be encouraged to ensure they receive all their routine vaccinations
- Each establishment must maintain procedures and processes for responding to and managing incidents involving staff, trainee teachers, pupils, visitors, and contractors who become infected with or are suspected to have been infected with an infectious disease, in line with the local Incident Response Management Plan and local Outbreak Management Plan
- Priority consideration should be given to all relevant Government, Local Authority and other sector advice, guidance, and policies in respect of contingency planning, risk mitigation and response measures before and during an epidemic or pandemic

- The trust, its establishments, Government Agencies and Local Authorities will aim to work in conjunction with each other and coordinate their decision-making processes to determine the most appropriate response to a confirmed epidemic or pandemic
- The focus should always be on the health and safety, and maintenance of effective communication with all staff, pupils, contractors, and the wider community, whilst ensuring continuity of education provision for pupils
- The trust and its establishments shall keep staff, pupils and relevant third parties informed of any decisions that may affect them in relation to an epidemic or pandemic
- All staff, pupils and other relevant third parties must be reminded to follow basic mitigation measures and relevant Government guidance, including:
 - Covering nose and mouth when coughing or sneezing (preferably with a tissue)
 - Disposing of dirty tissues promptly and carefully in appropriate bins
 - Maintaining good basic hygiene (frequent hand washing with soap and water or hand sanitisers)
 - Avoiding non-essential travel and large crowds
 - Practising social distancing, where this is necessary
 - Cleaning all frequently touched surfaces after use (work surfaces, door handles, etc.)
- Each establishment must review and enhance their hygiene measures during an epidemic or pandemic, in line with government guidance
- Where establishments are instructed or due to circumstances are required to close, they must ensure that appropriate plans and procedures are in place for identifying and carrying out essential building maintenance and statutory compliance activities without putting staff, contractors, or the wider community as unnecessary or unreasonable risk

Appendix AD Risk Assessments (including WASPs and IPRA) – Rules and Practices

The following rules and practices must be applied in relation to risk management:

- Each establishment must implement and maintain a programme of hazard identification and risk assessment of all its activities and premises in order to eliminate, reduce or control, so far as is reasonably practicable, any harm, danger or ill health to staff pupils, and other affected persons
- It is ultimately down to the principal to ensure that such a programme is in place, and that appropriate risk assessments are being undertaken, reviewed, and adhered to, through effective delegation, monitoring, and enforcement
- Risk assessments must be completed and maintained where there are potential hazards associated with:
 - activities, processes, and procedures
 - equipment and materials
 - premises
 - educational visits
 - specialist matters (individuals with psychological, health or mobility issues, etc.)
- A register must be maintained of all risk assessments at the establishment
- All risk assessments must be completed by a competent person, who must have a combination of appropriate training, skills, experience and/or knowledge relevant to the scope of the risk assessment (e.g. the activity, process, equipment, or area being assessed) and a good understanding of the risk assessment process
- Each establishment must ensure sufficient numbers of competent risk assessors are maintained for the purposes of undertaking, reviewing, and monitoring in respect of the risk profile of their establishment and its activities. Coverage of training staff should consider situations where an individual requests the assessment is completed by a person of the same gender for sensitive issues
- Local arrangements for the provision of suitable risk assessment training must be in place to enable all relevant staff to carry out, review and monitor risk assessment, assigned, delegated

- or under their control; such training must cover a range of appropriate hazard and risk reduction techniques. To evidence competency, refresher training is required every 3 years
- For routine risk assessments, the five-step risk assessment process outlined in HSE guidance [INDG 163 Fire steps to risk assessment](#) should be followed
 - For risk assessments requiring specialist knowledge, experience, training and/or skills (for example, Legionella risk assessments, fire risk assessments, etc.), the following hierarchy should be followed:
 - in the first instance, where available, use an in-house competent person to carry out the risk assessment
 - where no such person is available at the establishment or the trust, consideration should then be given to providing appropriate training to a suitable staff member in order to establish the required competency, based on need, cost analysis and advice from the trust health & safety function
 - where the need for such specialist risk assessment is urgent, or the cost of training a staff member to a competent standard is disproportionate to the need, a qualified and competent external supplier may need to be approached, based on advice from the trust health & safety function
 - All risk assessments should be subject to regular reviews and be approved by the Principal or a delegated member of staff to ensure they remain valid, and as a minimum, should be reviewed and updated prior to or following any changes, concerns, accidents, incidents or near misses that may affect their validity
 - In all cases, risk assessments must be undertaken and reviewed in consultation with relevant staff, pupils, and other affected persons, taking into consideration the hazards, level of risks and the types of control measures required
 - All risk assessment must contain the following information:
 - significant hazards identified in the assessment
 - levels of risk associated with the hazards
 - existing and/or additional control measures
 - people who may be affected by the risks or hazards, including any groups of staff who are at special risk (e.g. those with psychological, health or mobility concerns)
 - any decisions or changes taken as a result of the assessment
 - Risk assessors should be aware that during the risk assessment process, they may identify a need for health surveillance in order to monitor and detect adverse health effects; in these situations, further advice must be sought from the trust health & safety function
 - All staff, pupils and other affected persons must be provided with suitable training, instruction and/or information to ensure that effective use of any control measures identified by the appropriate risk assessments, such as safe systems or work, safety equipment, personal protective equipment, or clothing, etc. and this should be provided before they are exposed to any potential risks
 - All staff, pupils and other affected persons have a duty to raise any concerns or issues they may have about any risk assessments and associated control measures that apply to them, which should be raised with their line manager, teacher and/or the principal in the first instance
 - Where it is identified that a WASP/IPRA is required, an assessment should be undertaken, based on the hazards posed both by and to the individual, as to whether the individual requires a WASP/IPRA or a single medical IPRA (M-IPRA used, for example, for a broken limb). Where relevant, the completion of a WASP/IPRA should be supported by and written in conjunction with a healthcare plan
 - A WASP or IPRA must be completed by a suitably trained person as soon as they are made or become aware of a concern, issue or hazard relating to the health, safety or welfare of any individual staff member or pupil. Where an IPRA is considered 'complex', the completed risk assessment should be reviewed by a colleague who has completed complex IPRA training. To evidence competency, refresher training is required every 3 years. Coverage of trained staff should consider situations where an individual requests for sensitive details the assessment is completed by a person of the same gender

- Completed WASP and IPRA documents must be uploaded to the relevant trust approved locations using the specific naming convention associated with that location and made available for reading to all relevant colleagues
- A WASP or IPRA must be reviewed and updated annually. Where a WASP/M-IPRA has been completed, this can be archived once the requirement for the WASP/M-IPRA is no longer present/has been rectified/healed

Consideration should be given to HSE publications:

- [HSE INDG 163 Five steps to risk assessment](#)
- [HSG 268 The health and safety toolbox - how to control risks at work](#)

Appendix AE Safe Systems of Work (SSW) and Permits to Work (PtW) – Rules and Practices

The following rules and practices must be applied in relation to the development, implementation, monitoring, and enforcement of SSW and PtW systems:

- Each establishment is expected to manage risks with at least the same degree of attention, allocation of resources and prioritisation as they manage all other management functions, such as human resources, IT, and finance. This will entail the need for systems of work that are, so far as is reasonably practicable, safe
- It is ultimately down to the principal to ensure that, where required, SSW and PtW systems are in place, and that these are being routinely reviewed and adhered to through effective delegation, monitoring, and enforcement
- Each establishment must ensure local compliance with trust policies, procedures, and guidance in relation to the development, review, and management of SSW and PtW systems
- When developing and implementing SSW or PtW systems, consideration must be given to:
 - activities, work, or tasks being carried out
 - need for coordination with any other related or affected activities
 - who will be involved in the activity, work, or task
 - training, skills, abilities, and competence required
 - level of control and supervision required
 - any personal protective equipment required
 - all potential hazards
 - any instructions, procedures, or policies already in place
 - any isolation or lock-off requirements
 - any existing SSW or PtW requirements
 - any specific communication or notification requirements
 - any specific trainee and new staff requirements
 - sequence in which any preparation or specific steps should be carried out
 - provision of warnings, notices, and special instructions
 - process for implementing any changes to normal accepted routines and practices, including explanations of why the changes are necessary
 - contingency plans to deal with any foreseeable emergencies
 - auditing and monitoring requirements to ensure the system is working effectively
- All SSW must be developed, implemented, and monitored by the teacher, manager or supervisor who will oversee, manage, or coordinate the activity, work, or task, with the support of the principal and/or trust health & safety function, where required
- In relation to PtW systems, these must be implemented, monitored, and enforced at all establishments, in respect of any activities or work involving:
 - **hot work** such as grinding, welding, cutting and any other activities likely to produce sparks, flames or other similar heat producing effects
 - **access to or work within hazardous areas**, such as those containing high voltage equipment or identified as confined spaces due to the inherent risks
 - **isolation of hazardous electrical or mechanical equipment or systems**

- **asbestos**, such as the repair or removal of asbestos containing materials (ACMs)
- All staff, pupils and other affected persons have a duty to raise any concerns or issues they may have about any SSW or PtW systems to which they must adhere, which should be raised with their line manager, teacher and/or the principal in the first instance
- Documentation related to the management of PtW systems, including the issuance of permits, must be maintained at each establishment for at least five years
- No task, work or activity covered by a PtW system, including those highlighted above, should be authorised, or undertaken without a valid permit
- Those responsible for implementing, managing, and monitoring SSW and PtW systems must be competent to do so, through the provision of appropriate training and/or instruction
- SSW and PtW systems must be brought to the attention of all affected staff, pupils, and other persons, including contractors, by the relevant host or line manager, prior to authorising any activities work or tasks covered by these
- All hosts, line managers and principals must conduct regular and proportionate monitoring of the effectiveness of all SSW and PtW systems, and either take appropriate action to address any issues, or raise such issues immediately with the appropriate function
- All SSW and PtW systems must be reviewed and amended, where necessary, on a regular basis, particularly following an accident, incident or near miss arising from any activities, work or tasks covered by these, or where the results of inspections or audits reveal problems of compliance or effectiveness
- All staff, pupils and other affected persons have a duty to raise any concerns or issues they may have about any SSW or PtW systems to which they must adhere, which should be raised with their line manager, teacher and/or the principal in the first instance

Appendix AF Science, Design & Technology (DT) – Inspection Requirements

Checks required to be undertaken in Secondary Science

- Periodic tests on portable electrical appliances (PAT); usually annual, or at the periods recommended by the IEE code of practice for inspection and testing of electrical equipment
- Tests on fume cupboard performance at least every 14 months
- Periodic tests on pressure vessels, such as model steam engines and autoclaves
- Leak tests on sealed radioactive sources at least every 24 months
- Periodic inspections and tests of fixed wiring installations; usually at least every 5 years, as recommended by the IET wiring regulations
- Periodic inspection and maintenance of fire extinguishers; usually annually
- Periodic checks on gas appliances, flues, and installation pipework; usually annually for appliance and flues

Appendix AG Site Security and Visitor Management – Rules and Practices

The following rules and practices must be applied in relation to site security and visitor management:

- Each establishment has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable
- From time to time, access to specific areas within the trust or establishment may be restricted to authorised staff only; such restrictions must be clearly identified/marked and communicated.
- All visitors and contractors to the trust and its establishments are required to report to, and sign in and out at, the establishment reception, and are required to wear identification at all times whilst on site
- All visitors and contractors must be made aware of the local welfare, first aid, security, and emergency arrangements (including any alarm testing schedule), as well as any other information, instruction and/or training to ensure their health, safety, and welfare whilst onsite

- If the identity of a visitor or contractor is unclear, they must be refused access to the establishment and/or escorted to the reception until their identity can be confirmed
- Unless otherwise authorised by the principal or an appropriate member of staff, all visitors and contractors must be accompanied whilst onsite
- Where a visitor or contractor does not have an appropriate DBS check, they should not be left or permitted to be left alone where there may be unsupervised children or vulnerable people
- Where unauthorised visitors or contractors are encountered, they should be immediately asked to leave the premises and the incident should be reported to the principal; however, staff should not place themselves at risk in doing so. Assistance from local police should be sought, where appropriate, if there is any serious concern regarding the welfare or safety of any staff or pupil
- All staff, trainee teachers, pupils, visitors, and contractors must adhere to this policy and the local arrangement at each establishment; they may not permit any other person onto any trust or establishment premises without adhering to these arrangements
- Each establishment must take all reasonable steps to ensure the health, safety, and welfare of all visitors to their premises
- All visitors and contractors are obliged to immediately report any concerns, issues, accidents, or incidents they become aware of, or are involved in, to their host, the establishment reception, site manager and/or principal

Appendix AH Substance Misuse – Rules and Practices

The following rules and practices must be applied in relation to substance misuse:

- The principal must ensure that local arrangements are in place to ensure compliance with the trust Substance Misuse Policy
- No pupil may be permitted to carry or consume alcohol or illicit drugs whilst onsite, or during educational visits
- No staff member may be permitted to carry or consume illicit drug, or consume alcohol whilst onsite, carrying out their duties or during educational visits
- Any person found to be under the influence of alcohol, or an illicit substance must be asked to leave the premises in a safe manner and will be subject to disciplinary action
- All incidents whereby any staff, trainee teachers, pupils, visitors, or contractors are found to be in possession of or under the influence of alcohol or an illicit substance will be recorded in the appropriate manner, and where appropriate, should be reported to the police
- Staff or pupils who have been prescribed drugs that may affect their ability to work or study safely must inform their line manager, teacher and/or the principal as soon as practicable following receipt of the prescription/diagnosis

Appendix AI Transport and Traffic Management – Rules and Practices

The following rules and practices must be applied in relation to transportation and traffic management:

- The principal is responsible for ensuring that adequate local arrangements are in place to ensure safe transportation and traffic management in connection with the establishment
- Each establishment must conduct suitable risk assessments of vehicle movements occurring immediately outside and within the establishment grounds, and all transportation arrangements involving the transport of pupils to and from the establishment and other locations under its control or significant influence
- A log of all pupil transportation arranged or undertaken by, or on behalf of the establishment must be maintained and kept up to date and stored in line with local procedures
- All transportation involving pupils must be planned, organised, and undertaken with at least two adults present, with due consideration given to any first aid or emergency requirements, and should be authorised by the principal or a delegated member of staff:

- Where it is not possible for two adults to accompany an individual(s), such as in emergency situation this must be for a minimum time, with the journey risk assessed and approved by the principal, senior leader or local safeguarding lead
- All vehicular and pedestrian access routes leading to and from the establishment grounds and other establishment-controlled areas must be clearly identified, segregated, and maintained in a safe condition, and appropriate measures must be implemented to restrict vehicles and pedestrians to recognised access routes, pathways, and road crossing points
- Suitable arrangements must be implemented and maintained to deal with inclement weather, snow, and ice to ensure that all vehicle and pedestrian routes remain in a safe condition at times when the establishment remains operational during periods of adverse weather
- Suitable traffic management arrangements must be in place and monitored in relation to the safe management of traffic and pedestrians to, from and on site, including ensuring that:
 - unauthorised vehicles are prevented from accessing and parking within the grounds
 - vehicle movements and departures related to establishment activities are controlled at key times, such as pupil arrival and departures times
 - any vehicles parked within the grounds are parked only in authorised locations to allow continued safe access for others and the emergency services
- A list of all authorised and designated drivers, including details of the vehicles and activities they are authorised to use and undertake, must be maintained, and kept up to date in line with local procedures
- Only staff expressly authorised to drive and use their own vehicles or specific trust and establishment vehicles may be permitted to drive in connection with trust or establishment activities
- All staff authorised to drive in connection with trust or establishment activities must receive an appropriate briefing, instruction, training and/or supervision proportionate to the risks and activities involved, and documentary evidence of such must be maintained at the establishment
- Appropriate checks must be carried out for all drivers annually or every six months where the individual has six or more points on their licence, or their licence expires within that 12 month period, prior to authorising them to drive in connection with trust or establishment activities, or use trust or establishment vehicles for such activities, to ensure that they:
 - hold a suitable driving licence, certifications, and training for the class of vehicle and activities being undertaken
 - are not suffering from any health conditions that may place themselves or others at risk connected to the use of any vehicle for trust or establishment activities
 - are not banned from driving, or have any endorsements related to speeding, use of a mobile device whilst driving, careless or dangerous driving, or driving whilst under the influence of drugs or alcohol
- Where an establishment has authorised a driver to use their own vehicle in connection with trust and establishment activities, in accordance with the GORSE – Use of Personal Vehicle Policy appropriate checks must be carried out for all such vehicles prior to authorisation, and at least twelve monthly thereafter, to ensure that, where required:
 - there is a valid MOT for the vehicle
 - the vehicle is taxed
 - the vehicle is being maintained in a roadworthy condition
- Records for the above must be kept and maintained for all checks carried out on authorised drivers and vehicles for at least 12 months from the last check
- Local arrangements must be developed, implemented, maintained, and monitored, ensuring that all trust and establishment owned or hired vehicles are subject to appropriate inspections, servicing, maintenance, repair, cleaning, insurance, and replacement in accordance with any agreements, manufacturer's instructions, and road traffic requirements
- Records for the above must be maintained for all trust and establishment owned or hired vehicles
- When arranging Chartered or other third-party transportation, the establishment must carry out adequate checks of the following prior to authorising such arrangements:

- the operator's or third party's insurances, licences, certifications, and qualifications
- vehicle's roadworthiness and the driver's fitness, licence, and experience
- review of the vehicles to be used, including the number of seats, seat belts and child restraints with consideration given to the special needs of any passengers
- emergency arrangements and procedures in place, requirements for escort or passenger assistants, and any drop off/pick up arrangements
- Each establishment must maintain an adequate supply of child restraints and booster seats taking into consideration the number of pupils under the age of 12 or under 135 cm in height and the transportation requirements of the establishment and its pupils, and these must be stored, inspected, and maintained in accordance with the manufacturer's instructions
- Emergency procedures/arrangements must be developed, implemented, and maintained for all transportation arrangements undertaken by or on behalf of the establishment, and these must be clearly communicated with all stakeholders
- All accidents, incidents and near misses resulting from, or associated with, transportation or traffic management must be reported and investigated to identify the underlying causes and implement appropriate improvements or corrective actions to prevent recurrence

All staff and third parties authorised to drive in connection with trust or establishment activities, or use any trust or establishment vehicles, must adhere to the following:

- May not be permitted to drive or operate any vehicle for which they do not have an appropriate driving licence, certifications, training and/or authorisations
- Each driver must provide confirmation that they have an appropriate licence, certifications, and training for the class of vehicle being operated and are medically fit to operate or drive in connection with trust or establishment activities prior to undertaking any such activities
- Prior to transporting any pupils or driving in connection with any trust or establishment activities, every driver must conduct a walk around of the vehicle to complete a Vehicle Driver Checklist as referenced within the GORSE Leased Vehicle Policy
- Any vehicle found to be defective or in disrepair must not be used for trust or establishment purposes; where such a vehicle is supplied or hired by the trust or establishment, the driver must report the defects to the principal and/or local health & safety manager immediately
- Must maintain their vehicle in a safe and roadworthy condition, ensure adequate business insurance is in place, and where required, valid MOT and road tax are maintained, and provide confirmation of such to the establishment; individuals should be aware that some business insurance policies do not cover the transport of pupils
- May only drive or operate vehicles in connection with trust or establishment activities for which they have received express authorisation
- No driver or person may be permitted to transport any pupil alone; this is primarily for safeguarding reasons but also to ensure appropriate supervision of the pupil during transport.
- Prior to transporting any pupil in a private vehicle, express permission must have been received from the parent/carer, a second adult must be present, and the transportation must have been authorised by the principal or a delegated member of staff
- Ensure that trips are planned and have in place an emergency plan covering what to do in the event of a breakdown, road traffic collision or medical emergency
- Must carry adequate first aid and emergency provisions with their vehicle, taking into consideration the nature of the activities and the needs of any passengers
- All plans, instructions and arrangements instituted by the trust, establishment or delegated member of staff must be adhered to whenever transporting any pupils, or in connection with any other transportation activities, on behalf of the trust or establishment
- Ensure that children are provided with a suitable child restraint or booster seat until they are 12 years old or 135 cm tall, whichever comes first, and that these restraints/seats are checked prior to use and secured in place in accordance with the manufacturer's instructions
- Must maintain a means of communication with the establishment at all times whilst transporting pupils or driving in connection with trust or establishment activities
- No pupil may be permitted to travel in the front seat of any vehicle
- Never operate a vehicle whilst using a hand-held device or under the influence of alcohol/drugs.

- Must keep the establishment or your point of contact informed with:
 - any health conditions that may affect your ability to drive
 - any driving offences that have not become spent
 - loss of business insurance cover
 - any accidents, incidents or near misses you became involved in whilst driving in connection with trust or establishment activities, or whilst in control, operating or driving a trust or establishment supplied vehicle
 - loss of a driving licence, certification, privilege, or classification

Consideration should be given to HSE publications:

- [HSE INDG 199: Workplace transport safety - a brief guide](#)
- [HSE INDG 382 Driving at work - managing work-related road safety](#)
- [HSE HSG 136 A guide to workplace transport safety](#)
- [Department for Transport \(DfT\) - The Highway Code](#)
- [RoSPA Minibus Safety - A code of practice](#)
- [GOV.UK - Carry out bus or coach daily walkaround check](#)

Appendix AJ Violence, Stress and Wellbeing – Rules and Practices

The following rules and practices must be applied in relation to the management of stress and wellbeing:

- The principal must ensure that local arrangements are in place to ensure compliance with the trust Grievance, Bullying and Harassment Policy and trust Anti-Bullying and Hate Incidents/Crime Policy (Students)
- Each establishment must develop and maintain local arrangements to effectively manage the risk factors associated with violence and stress at work and in its establishment and should actively address any concerns raised by staff and pupils
- Violent, aggressive, threatening, or intimidating behaviour towards staff, trainee teachers, pupils, visitors, or contractors, whether verbal, written, electronic or physical, must not be tolerated
- All staff, trainee teachers, pupils, visitors, and contractors are obliged to report any violent or aggressive incidents they witness or encounter to enable such incidents to be investigated and reasonable actions taken to support those involved and reduce the risk of similar incidents recurring
- Line managers, teachers and senior leaders should ensure that all staff and pupils are able to cope with the demands of their jobs and studies, and that all staff and pupils under their management understand their duties, roles, and responsibilities.
- No staff, trainee teachers, pupils, visitors, or contractors should ever be subject to unacceptable behaviours, such as intimidation, violence, bullying or harassment, and a zero-tolerance culture should be promoted across the trust and all its establishments
- It is the responsibility of every staff member, pupil, visitor, and contractor to inform their host, line manager, teacher or senior leadership team member of any ill health issues associated with violence or stress connected with their duties
- All incidents where any staff member, trainee teachers, pupils, visitors, or contractors are subject to intimidation, violence or harassment should be recorded, and where appropriate, should be reported to the police
- A PHP/IPRA should be reviewed (where already in place) or completed (where absent) whenever there are material changes in pupil behaviour which identifies new triggers, de-escalation strategies or new/additional control measures
- A PHP/WASP should be reviewed (where already in place) or completed (where absent) whenever a staff member experiences ill health issues associated with violence or stress connected with their duties or the setting

Consideration should be given to HSE publications:

- [HSE INDG 430 How to tackle work-related stress - a guide for employers on making the Management Standards work](#)
- [HSE INDG 424 Working together to reduce stress at work - a guide for employees](#)
- [HSE INDG 69 Violence at work - a guide for employers](#)
- [HSE INDG 69 Protecting lone workers - How to manage the risk of working alone](#)

Appendix AK Waste Management – Rules and Practices

The following rules and practices must be applied in relation to the management of waste:

- The procurement of goods, equipment or services should be undertaken with due consideration as to their sustainability characteristics, potential waste generation and disposal requirements, and how these can be reduced or managed
- Specific consideration must be given to the reduction of waste arising from:
 - procurement and disposal of electrical and electronic equipment
 - capital projects, refurbishment works and maintenance activities
 - packaging associated with procured goods, services, and equipment
 - substances that may be hazardous to human health or the environment
- When developing, implementing and/or procuring waste management processes, each Establishment must adhere to, as far as is reasonably practicable, the Waste Hierarchy:
 - **Prevention:** avoid waste i.e. by using less materials, by using reusable cups and bottles, using less hazardous materials
 - **Preparing for re-use:** repurposing or donating unwanted items
 - **Recycle:** through approved recycling or composting schemes
 - **Other recovery:** sending any residual waste to produce energy
 - **Disposal:** last resort is the use of landfills
- The principal and local health & safety manager are responsible for ensuring the compliant handling, storage, transfer, carriage, and disposal of all waste produced at the establishment, which includes any contractor activities under its control
- Local arrangements must be put in place, monitored, and enforced to ensure robust segregation of hazardous and non-hazardous waste streams produced by the establishment
- No waste should be permitted to be collected, transported, sorted, or disposed of by any person or organisation that does not possess the appropriate permits and licences
- Each establishment must maintain records and documentation for all waste management activities, including retention of waste transfer and hazardous waste consignment notes, and evidence of permit and licence checks
- All staff engaged in the establishment's waste chain should be identified and be provided with appropriate responsibilities, training, and instructions, proportionate to their role
- All staff must adhere to, and the principal and/or local health & safety manager must ensure suitable arrangements for staff to comply with, the following requirements:
 - all non-hazardous, biological, sharps, pressure cylinders and hazardous waste streams must be kept separate, and stored in suitable containers and/or storage areas, prior to collection, recycling, or disposal
 - all confidential paper and media must be destroyed using authorised equipment only e.g. designated shredding machines, or stored in authorised secure receptacles prior to collection and secure disposal
 - bags, containers, and sharps boxes must not be filled to more than three quarters full, and where necessary, labelled to indicate their contents; this is to enable safe handling, prevent excessive weight and to minimise the risk of containers splitting
 - bags must be handled by the neck of the bag and kept clear of the body to minimise the risk of sharps injuries, or in exceptional circumstances, where this is not possible, staff must take extra care to examine the bag for sharps before handling it
 - all staff should avoid handling any bag or container that may be considered hazardous due to protruding sharps, excessive weight, or visible contamination on the external surface, and report such issues to their line managers as soon as possible

- any staff, trainee teacher, pupil, visitors, or contractors that come across any needles, syringes or contaminated sharps on any establishment premises or grounds must avoid any direct handling of these items. The area/items should be isolated, and reported to their line manager, teacher, or host immediately. Disposable gloves should be worn and, where appropriate, tongs used when discarding needles, syringes, and sharps. Any items identified should be placed in the relevant waste receptacle – medical sharps bin or glass bin
- any staff, trainee teachers, pupils, visitors, or contractors involved in or who witness a spill must ensure that it is either cleaned or contained / segregated until it can be safely removed and reported immediately
- Each establishment must undertake regular reviews and monitoring of their waste management arrangements to ensure that they remain effective and compliant with relevant legislation
- Local arrangements must be in place to ensure that all staff, trainee teachers, pupils, visitors, and contractors are aware of the waste hierarchy and the need to reduce and manage waste effectively, through the provision of appropriate advice, instructions and/or training on waste reduction techniques and reuse/recycling practices, including the provision and maintenance of suitable waste and recycling facilities across the establishment
- All staff, trainee teachers, pupils, visitors, and contractors have a responsibility to help minimise the waste produced at their establishment and, where possible, improve the reuse, segregation and/or recycling of waste that cannot be prevented

Appendix AL Work at Height (including Use of Ladders and Stepladders) – Rules and Practices

The following rules and practices must be applied in relation to planning, assessing, and managing work at height activities:

- When planning, assessing, or managing any work at height activities, the following hierarchy of control must be adhered to:
 - work at height must be avoided, where it is reasonably practicable to do so e.g. carry out the work from the ground level or the provision of lower shelving
 - where work at height cannot be avoided, the risk of falls should be prevented by either using an existing place of work that is already safe or the right type of equipment for the activity e.g. suitable ladders for short duration work, installing edge protection on roofs or covering openings in the ground
 - minimise the distance and consequences of a fall, by using the right type of equipment, where the risk cannot be eliminated e.g. through the use of fall arrest equipment or stepladders instead of extendable ladders
- Where work at height is unavoidable, the activity must be properly risk assessed, planned, organised, documented and/or supervised, be carried out by competent staff or contractors, and in a manner which is, so far as is reasonably practicable, safe
- An individual risk assessment must be completed for all young persons, new or expectant mothers and staff with health conditions who are required to undertake work at height activities; this may result in the individual being restricted from undertaking such activities
- All equipment (including ladders, stepladders, and step stools) used in connection with work at height activities at the establishment must be identified, recorded, controlled, and properly inspected and maintained by a competent person, in accordance with the manufacturer's instructions and relevant statutory requirements
- All records of statutory inspections must be maintained for all work at height equipment
- Ladders, stepladders, and step stools are only to be used for low risk, short duration activities and tasks (under 30 minutes), on level ground and following an agreed safe system of work, which must include the requirement to carry out pre use checks and the need to maintain three points of contact at all times

- Unless authorised and competent to do so, no staff, pupil, visitor, or contractor may use any work at height equipment, including ladders, stepladders or step stools on any trust or establishment premises
- No work at height activities may be undertaken, or be permitted to be undertaken, where there is no suitable risk assessment in place for that activity
- No trust or establishment staff or pupils may use, or be permitted to use, any work equipment belonging to a third party without express authorisation from the principal
- No staff, trainee teachers, pupils, visitors, or contractors may improvise or use alternative access methods/equipment other than what has been determined as safe by a competent person and with the authorisation of the principal and/or local health & safety manager
- Under no circumstances may any items not designed for work at height activities, such as boxes, chairs, tables, or other furniture be used for such activities
- Users of work at height equipment (including ladders, stepladders, and step stools) have a duty to carry out pre use checks of the equipment before use, and to report any defects or concerns to their line manager, the local health & safety manager and/or the principal
- Any work at height equipment found to be damaged or defective should immediately be quarantined and marked as such, and either repaired by a competent person, or destroyed and a suitable replacement obtained
- Any health and safety concerns related to any work at height activities must be raised prior to the activity taking place, or, where there is a serious and significant risk, the activity must be stopped, if safe to do so, and immediately reported to the principal
- Work at height outdoors must not be carried out in locations or during weather conditions that could endanger the health and safety of any staff, trainee teachers, pupils, visitors, or contractors
- All risks arising in connection with fragile surfaces must receive significant attention when organising, planning, managing and supervising activities associated with such risks
- All roof work must have planned safe access, safe systems, or methods of work and appropriate supervision to prevent falls from edges and openings
- All reasonable steps must be taken to prevent objects falling from height and to reduce the risk of injuries arising from falling objects
- Where required, due to the nature of the activities, account must be given to the need for emergency and rescue requirements when planning any work at height activities, and these must be put in place prior to authorising any such work to take place
- All accidents, incidents and near misses resulting from, or associated with, work at height activities must be reported and investigated to identify the underlying causes and implement appropriate improvements or corrective actions to prevent recurrence

Consideration should be given to HSE publications:

- [HSE INDG 401 Working at height - a brief guide](#)
- [HSE INDG 455 Safe use of ladders and stepladders - a brief guide](#)
- [HSE INDG 367 Inspecting fall arrest equipment made from webbing or rope](#)
- Working at Height – step-by-step guide diagram
- [HSE GEIS5 Fragile roofs - safe working practices](#)
- [HSE GEIS6 The selection, management, and use of mobile elevating work platforms](#)
- [HSE HSG 33 Health and safety in roof work](#)