



Health and Safety Policy

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Trustees

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1. Introduction

Enhance Academy Trust regards effective health and safety management as part of good education, responsible employment and careful stewardship of the school estate. The aim is not to remove every element of challenge from school life. It is to understand the risks that could cause real harm, put sensible controls in place and make sure that staff and pupils can learn, work and take part in worthwhile activities safely.

The Trust Board is the employer and retains overall legal responsibility. Day-to-day functions are delegated through the arrangements set out below, but delegation does not remove the Board's accountability. Health and safety works best when responsibilities are understood, concerns can be raised openly and lessons are acted on rather than filed away.

How this policy should be used

This policy sets the Trust-wide framework. Each academy must maintain local arrangements showing named people, emergency contacts, site-specific risks, statutory inspection records and the procedures staff need in practice.

2. Scope

This policy applies across every academy, office, building, area of land, vehicle and activity controlled by the Trust. It covers employees, pupils, agency and supply workers, volunteers, contractors, visitors, hirers and members of the public who may be affected by Trust activities.

It applies during the normal school day and to wraparound care, lettings, events, educational visits, work experience, transport arranged by the Trust, home working and activities away from Trust premises. Where another organisation controls the workplace or activity, the academy must cooperate with that organisation, exchange relevant risk information and agree who will manage each aspect of safety.

This policy should be read with the Trust's safeguarding, emergency planning, first aid, administering medicines, allergy safety, educational visits, fire safety, risk assessment, data protection, staff wellbeing, contractor management and business continuity arrangements.

3. Statement of Intent

All employees, pupils/students, contractors, visitors, volunteers, and members of the public are expected to cooperate with the Trust's health and safety arrangements to maintain a safe working environment. Contractors and others working on Trust premises are required to adhere to this policy to protect everyone on-site.

The Trust will manage health, safety and welfare so far as is reasonably practicable. We will focus attention and resources on significant risks, involve the people who understand the work, and avoid unnecessary controls that prevent pupils from benefiting from practical, creative and adventurous learning. To achieve this, the Trust will:

- provide clear leadership, competent advice and enough resources to manage significant risks;
- maintain buildings, grounds, plant, equipment and systems of work in a safe condition;
- use suitable and sufficient risk assessments to decide what controls are needed;
- provide information, instruction, training and supervision appropriate to each role;

- consult employees and recognised representatives on matters that affect their health and safety;
- record incidents and near misses, investigate proportionately and share useful learning;
- support occupational health, wellbeing, inclusion and reasonable adjustments;
- monitor compliance through local checks, Trust assurance, audit and Board review; and
- keep this policy and the supporting procedures current when legislation, guidance, buildings or working practices change.

4. Legal Framework

This policy is written with regard to the following legislation and guidance. The list is not exhaustive; specialist procedures must also reflect any regulations, Approved Codes of Practice and technical standards that apply to the activity or equipment concerned.

Area	Main legislation and guidance
Core duties	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Corporate Manslaughter and Corporate Homicide Act 2007.
Premises and welfare	Workplace (Health, Safety and Welfare) Regulations 1992; School Premises (England) Regulations 2012; Occupiers' Liability Acts 1957 and 1984; Equality Act 2010.
Consultation and reporting	Safety Representatives and Safety Committees Regulations 1977; Health and Safety (Consultation with Employees) Regulations 1996; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
Fire, security and emergencies	Regulatory Reform (Fire Safety) Order 2005; Fire Safety Act 2021 where applicable; Civil Contingencies and emergency-planning guidance; Terrorism (Protection of Premises) Act 2025, when its substantive duties commence.
Hazardous substances and occupational health	Control of Substances Hazardous to Health Regulations 2002; Control of Asbestos Regulations 2012; Control of Lead at Work Regulations 2002; Dangerous Substances and Explosive Atmospheres Regulations 2002; Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005.
Equipment and activities	Electricity at Work Regulations 1989; Gas Safety (Installation and Use) Regulations 1998; Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment Regulations 1998; Pressure Systems Safety Regulations 2000; Work at Height Regulations 2005; Manual Handling Operations Regulations 1992; Health and Safety (Display Screen Equipment) Regulations 1992; Personal Protective Equipment at Work Regulations 1992 as amended in 2022; Construction (Design and Management) Regulations 2015.
Children, medical needs and safeguarding	Children and Families Act 2014; current statutory guidance on supporting pupils with medical conditions and allergy safety; Keeping Children Safe in Education; current Early Years Foundation Stage requirements.
Food, waste and information	Food Safety Act 1990; Food Safety and Hygiene (England) Regulations 2013; Food Information Regulations 2014; Environmental Protection Act 1990; UK GDPR and Data Protection Act 2018.

The Trust will also have regard to DfE guidance on health and safety responsibilities, Good Estate Management for Schools, the School Estate Management Standards, the Estate Management Competency Framework, HSE education guidance and relevant British, European or international standards. ISO 45001 and ISO 41001 provide useful management-system benchmarks but certification is not required by this policy.

5. Roles and Responsibilities

Overall Responsibility

The Trust Board holds overall responsibility as the employer. It will set the tone for sensible risk management, approve this policy, ensure appropriate resources and seek assurance that the Trust's health and safety arrangements are working effectively. At least annually, the Board will review significant risks, incident trends, statutory compliance, audit findings, overdue actions and the condition of the estate. Serious incidents or material compliance failures will be reported promptly rather than waiting for the annual review.

Individual Responsibility

Health and safety is a shared responsibility, but it is not an equal one. People are accountable for the matters within their authority and competence. Managers may delegate tasks, provided the person is competent and understands the task, but the manager remains responsible for checking that the arrangement works. No employee should undertake work for which they have not been trained, authorised or equipped.

Responsibilities of the Chief Executive Officer

The Chief Executive Officer will put the Board's decisions into effect and maintain strategic oversight of the Trust's health and safety management system. The CEO will make sure responsibilities are allocated clearly, resources are used appropriately and competent internal or external advice is available. The CEO will receive termly performance information, ensure significant risks and incidents are escalated to the Board, and confirm that any legally reportable incident is considered and submitted by the appropriate responsible person. An annual health and safety report will be presented to Trustees.

Responsibilities of Academy Local Governing Boards

Local Governing Boards provide local scrutiny and assurance. They will consider the academy's termly health and safety report, incident and near-miss trends, inspection findings, significant risk assessments, emergency arrangements and progress with corrective actions. They will appoint a Health and Safety Governor, support the Headteacher in addressing material risks and escalate unresolved concerns through the Trust's governance route. Their oversight does not transfer the employer's legal duties from the Trust Board or the Headteacher's day-to-day responsibility.

Responsibilities of the Academy Health and Safety Governor

The Health and Safety Governor will act as a constructive link between the Local Governing Board and the academy. They will meet the Headteacher or nominated lead at least termly, review performance information and take part in a proportionate annual inspection or assurance visit. The role is to test whether systems are working, not to carry out technical assessments or assume operational control. Concerns and agreed actions will be recorded and reported to the Local Governing Board.

Responsibilities of Headteachers

The Headteacher has day-to-day responsibility for implementing this policy within the academy. They will make sure local responsibilities are recorded, significant risks are assessed, staff receive the information and training they need, emergency arrangements are workable and statutory checks are completed. The Headteacher may delegate defined tasks to competent staff such as a School Business Manager, Premises Manager, Educational Visits Coordinator or curriculum lead, but remains accountable for checking that those arrangements are effective. The Headteacher will report material concerns, serious incidents, overdue compliance actions and resource needs promptly to the Trust.

Headteachers will ensure that appropriate occupational health referrals are considered where an employee's health may affect their work, attendance or ability to undertake duties safely, using the Trust's agreed Schools Advisory Service referral arrangements.

Responsibilities of the Director of Estates

The Director of Estates provides strategic leadership and professional oversight of the Trust's estates, facilities, statutory compliance and premises-related health and safety functions. The Director will set Trust-wide standards, make sure compliance evidence is accurate and audit-ready, commission or coordinate competent advice, lead annual audits and inspections, and provide clear reports on risk, performance, overdue actions, capital priorities and investment needs.

The Director is the Trust's professional lead for estates-related risk and will lead on fire safety, asbestos management, water hygiene, electrical and gas safety, construction and CDM arrangements, building systems, premises safety, contractor control, planned and preventative maintenance, capital projects, business continuity and emergency response. They will coordinate the response to significant compliance failures, enforcement action and high-risk premises incidents; oversee the assessment of RIDDOR and other external reporting and keep relevant policies, procedures and training under review. The Director will provide professional leadership, support and challenge to site and facilities teams across the Trust. This role supports, but does not replace, the Trust Board's employer accountability or the Headteacher's day-to-day responsibility for health and safety within each academy. Safeguarding remains within the designated safeguarding structure, although the Director will contribute where buildings, security, contractors or emergency arrangements affect pupil welfare.

Responsibilities of all Employees

Every employee must take reasonable care of their own health and safety and that of others who may be affected by their work. Employees must comply with all Trust rules, procedures and reasonable requests, complete all relevant E-Learning and any other training required for their role, and apply the information and instruction they receive in their day-to-day work. They must follow risk controls and safe systems of work, use equipment only when trained and authorised to do so, and report hazards, defects, accidents, incidents and near misses promptly. Employees must not interfere with or misuse anything provided for health and safety, bypass agreed controls or undertake work for which they are not competent. Where a situation presents serious and imminent danger, employees should stop the activity if it is safe to do so, move people away from harm and obtain assistance. No employee will be penalised for raising a genuine health and safety concern in good faith.

Employees are encouraged to make appropriate use of the occupational health and wellbeing support provided by the Trust, including services available through Schools Advisory Service.

6. Arrangements

Health and Safety Management System

The Trust uses iAM Compliant as its central system for managing health and safety compliance, statutory checks, risk assessments, training, accidents, incidents, near misses and associated actions.

Headteachers must ensure that information relating to their academy is accurate, current and supported by appropriate evidence. Assigned tasks and training must be completed within the required timescales, and overdue or high-risk actions must be escalated promptly.

The Director of Estates will oversee the Trust-wide use of the system, monitor compliance and incident trends, and provide assurance reports to senior leaders, Trustees and relevant committees.

Recording an incident through iAM Compliant does not replace immediate notification of a serious or continuing risk. Potentially reportable incidents must be referred promptly to the Director of Estates for consideration under RIDDOR or other statutory requirements.

Academy Trips/Off-site Activities

Educational visits will be planned and approved through the Trust's educational visits system. Each academy will appoint a competent Educational Visits Coordinator. The visit leader must assess the significant risks, the needs of individual pupils, transport, supervision, first aid, medication, emergency communication and the competence of providers. Controls should enable participation wherever this can be achieved safely and with reasonable adjustments. The academy's emergency contact must be available for the whole visit, including outside normal hours where necessary.

Accident & Near Miss Response, Reporting and Investigation

All accidents, work-related ill health, dangerous occurrences and near misses must be recorded promptly on the approved Trust system (iAM Compliant.) The record should be factual, proportionate and sufficient to show what happened, the immediate response and any action needed.

The Headteacher or delegated competent person will decide the level of investigation. Serious events, repeated patterns, potential high-consequence near misses and incidents involving safeguarding, structural failure, asbestos, fire, gas, electricity or significant public concern must be escalated without delay. Investigations will focus on underlying causes and system improvement, not simply on individual error.

RIDDOR reporting is separate from internal reporting. Most school incidents are not reportable. The Director of Estates will coordinate the assessment of potentially reportable incidents, taking competent advice where necessary, and ensure that any required report is submitted by the appropriate responsible person within the statutory timescale.

Alcohol, Drugs and Medication

No person may work or undertake a safety-critical activity while impaired by alcohol, illegal drugs, misused medication or another substance. Concerns will be managed under the relevant staff, safeguarding, disciplinary, occupational health and contractor procedures, with immediate steps taken to protect people from harm. Decisions about future employment or engagement will be made through the relevant policy.

Pupil medication is managed through the Trust's Administering Medicines, Medical Conditions and Allergy Safety policies. Academies must have enough trained and willing staff to meet identified needs. In an emergency, staff are expected to summon help promptly and use their best endeavours

to protect the pupil's welfare; life-saving assistance must not be delayed while waiting for a designated first aider.

Asbestos

For buildings constructed before 2000, the Trust will presume asbestos may be present unless reliable information shows otherwise. Each relevant site must have an appropriate survey, an up-to-date asbestos register and a site-specific management plan that identifies the dutyholder, responsibilities, monitoring arrangements and actions. The register and plan will be reviewed at least annually and after work, damage or new information.

- Anyone who may disturb the fabric of the building must receive the relevant asbestos information before work starts and sign to confirm it has been understood.
- Intrusive work will not begin until the need for a refurbishment or demolition survey has been considered and any required survey completed.
- Staff whose work could foreseeably expose them to asbestos will receive appropriate awareness or task-specific training.
- Suspected disturbance must be treated as an emergency: stop work, prevent access, avoid further disturbance and contact the Director of Estates immediately.
- The Trust will assess whether the event is reportable under RIDDOR and whether reassurance, air monitoring, medical advice or communication is needed.

Consultation

The Trust will consult employees in good time about matters that may substantially affect their health and safety, including new equipment, changes in work, risk controls and training. Consultation will take place through line management, staff briefings, recognised trade union safety representatives, elected employee representatives and governance or safety meetings as appropriate. Staff will be given enough information to contribute meaningfully and will receive feedback on decisions and actions.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be eliminated or substituted where reasonably practicable. Before a substance or process is introduced, a competent person will review the safety data and complete a suitable COSHH assessment. The assessment must address how the substance is used in practice, exposure routes, vulnerable people, storage, spill response, disposal, required ventilation, PPE or respiratory protective equipment, training and health surveillance.

Substances must be stored securely in their original or correctly labelled containers, with access limited to authorised people. Staff must follow the assessment and must not bring hazardous products onto Trust premises without approval. Where a person becomes unwell following exposure, relevant product and safety data should be made available to medical professionals.

Contractors on Trust Premises

Contractors will be selected through a proportionate competence and procurement process. Before work begins, the responsible person will agree the scope, risk assessment, method statement, safeguarding arrangements, site rules, asbestos information, emergency procedures, isolation requirements, permits and supervision. The Trust will meet its client duties under the Construction (Design and Management) Regulations 2015 for construction projects, including appointing competent dutyholders and providing relevant pre-construction information.

A DBS check does not, by itself, make unsupervised access appropriate. Access and supervision will be decided through current Keeping Children Safe in Education requirements, the nature and frequency of the work, regulated-activity rules and the academy's safeguarding risk assessment. From 1 September 2026, the Trust will apply the revised regulated-activity requirements, including the removal of the supervision exemption where it applies.

Contractor performance, incidents and non-compliance will be recorded and considered before further work is awarded. High-risk work will be controlled through appropriate permits and competent oversight.

Digital and Cyber Safety

General cyber security is governed by the Trust's digital and information-security policies. This policy addresses the health, safety and operational consequences of digital failure. The Trust will identify systems on which life safety, communications, building access, alarms, heating, telephony or emergency response depend and provide proportionate resilience, backup arrangements and recovery plans. Cyber incidents affecting safe operation will be managed through the Trust's emergency and business continuity arrangements.

Display Screen Equipment (DSE)

Employees and other workers who use DSE daily for continuous periods of an hour or more will be treated as DSE users and will complete a suitable workstation assessment, including where applicable when working from home. Identified actions will be addressed promptly and users will receive information and training on safe and ergonomic use.

DSE users may request an appropriate eye and eyesight test, the reasonable cost of which will be reimbursed by the Trust. Where the test confirms that special corrective appliances are required specifically for DSE work, the Trust will meet the reasonable cost of those appliances.

DSE users will receive appropriate information and training on setting up and using their workstation safely and ergonomically.

Driving at Work (Motor Vehicles)

Only authorised, competent and appropriately licensed people may drive on Trust business. Drivers using their own vehicle must hold a valid licence, MOT where required and insurance that covers business use. The Trust will manage driver fitness, vehicle suitability, journey planning, fatigue, mobile-phone use, adverse weather and the safe transport of pupils through the relevant procedures. Minibus drivers must meet the Trust's competence and authorisation requirements; a MiDAS certificate may form part of those requirements but does not replace legal licence entitlement or local assessment.

Electrical Equipment

Electrical installations and equipment will be maintained to prevent danger. Fixed installations will be inspected and tested at intervals determined by the Electricity at Work Regulations, competent advice, the condition and use of the installation and the current wiring standard. Defects will be prioritised according to risk and records retained.

Portable and movable equipment will be managed through user checks, formal visual inspection and testing where needed. The law does not require every appliance to receive a yearly PAT. Frequencies will be risk-based, taking account of the equipment, environment, movement, users and previous findings. Personal electrical equipment must not be used without approval and any required inspection. Damaged equipment must be removed from use and clearly marked until made safe.

Emergency Planning and Business Continuity

Each academy will maintain an emergency plan that is flexible enough to cover foreseeable incidents during and outside normal hours. It will include clear command arrangements, emergency contacts, communication with families, evacuation, invacuation and lockdown, first aid, utility failure, severe weather, flood, public health incidents, structural concerns, loss of premises, cyber disruption and recovery. Plans must cover extended services and lettings where relevant.

Emergency procedures will be tested at sensible intervals and after major changes. Exercises should be proportionate and conducted in a way that does not cause unnecessary distress. Lessons will be recorded and acted on. The Trust will prepare for the Terrorism (Protection of Premises) Act 2025 and will implement the statutory duties when the substantive provisions come into force.

Fire Procedure

Each Academy within the Trust is responsible for maintaining its own detailed Fire Safety Policy and Procedures. The following outlines the Trust's overarching commitment to fire safety across all premises.

Every academy must have a suitable and sufficient fire risk assessment covering all relevant buildings and activities. Actions will be prioritised and tracked, and the assessment reviewed after significant change, a fire or near miss, or when there is reason to doubt its validity.

- alarm, detection, emergency lighting, fire doors, firefighting equipment and escape routes will be inspected, tested and maintained at appropriate intervals;
- evacuation procedures will be displayed, communicated and practised, with arrangements for visitors, contractors and out-of-hours users;
- Personal Emergency Evacuation Plans or other suitable individual arrangements will be prepared where needed;
- fire doors and escape routes must not be obstructed or compromised; and
- staff will not be expected to fight a fire unless trained, it is safe to do so and doing so does not delay evacuation or calling the fire and rescue service.

First Aid

Each academy will complete and review a first-aid needs assessment covering employees, pupils, visitors, the layout and remoteness of the site, higher-risk activities, educational visits, mental health considerations, life-threatening bleeding where relevant and foreseeable medical emergencies. Provision must be available whenever people are on site and during school-led activities away from the premises.

There will be suitable equipment, facilities, appointed persons and enough trained first aiders to provide reliable cover, including paediatric first aid where required by the Early Years Foundation Stage. First-aid qualifications and refresher training will be monitored. Automated external defibrillators will be accessible, checked and included in emergency arrangements. First aid, emergency medication and ambulance calls will be recorded on the approved system.

First aid will normally be provided by a qualified first aider or a person trained for the specific emergency task. This does not prevent another member of staff from using their best endeavours in an emergency. Adrenaline, an inhaler, an AED, CPR or other life-saving action must not be delayed solely because a designated first aider is not present.

Food Safety

Food prepared, handled or served on Trust premises must comply with food safety, hygiene and allergen requirements. Catering operations will use a documented food safety management system based on HACCP principles, competent supervision, suitable training, temperature control, cleaning, pest management, traceability and exclusion of food handlers following relevant illness.

The Trust Allergy Safety Policy governs allergen information, recipe and supplier changes, cross-contact controls, pupil and meal identification, emergency response and the reporting of food-allergen errors. Catering contracts must state these responsibilities and allow the Trust to inspect records, investigate incidents and require corrective action.

Gas & Oil Appliances

Gas, oil and associated combustion systems will be installed, serviced and repaired by appropriately registered and competent engineers. The Trust will maintain an asset register, service records and emergency isolation information. Plant rooms and meter areas will be kept secure and free from inappropriate storage. Suspected gas or fuel leaks, carbon monoxide concerns or unsafe combustion will be treated as emergencies: isolate where safe, evacuate if necessary and contact the emergency service and Director of Estates.

Health Surveillance

Where health surveillance is required because of a workplace exposure or statutory requirement, the Trust will arrange appropriate surveillance through a competent occupational health provider. Schools Advisory Service may be used where the required service falls within the Trust's contracted provision. The Director of Estates will work with HR and the relevant manager to ensure that any health surveillance identified by a risk assessment is put in place and reviewed.

Home Working

Home workers must take reasonable care of their working environment and report concerns. The Trust will provide guidance and proportionate assessments covering display screen equipment, electrical safety, work equipment, lone working, mental health, data security and communication. Home-working arrangements will be reviewed where the work, equipment, location or individual needs change. Accidents arising from work activity at home must be reported through the normal Trust process.

Inclusive Accessibility and Neurodiversity

Risk controls and emergency arrangements must be inclusive. The Trust will make reasonable adjustments and consider mobility, sensory, communication, cognitive, medical and neurodivergent needs without making assumptions about what a person can or cannot do. Individuals and, where appropriate, parents, carers or occupational health professionals will be involved in planning. Adjustments may include accessible information, reduced sensory load, assistive equipment, individual evacuation arrangements or changes to supervision and work organisation.

Legionellosis

The Trust will identify the dutyholder and appoint a competent responsible person to manage legionella risk. Each relevant water system will have a suitable risk assessment and written control scheme reflecting HSE Approved Code of Practice L8 and HSG274. Monitoring, temperature checks, flushing, cleaning, inspection and remedial work will be recorded. The assessment and scheme will be reviewed when the system or occupancy changes, after prolonged closure, following an incident or when there is reason to doubt the controls.

Scalding risk will be considered alongside legionella control, particularly for younger pupils and people who may be vulnerable. Little-used outlets, showers, water features, therapy pools and other higher-risk systems require specific controls.

Lifts, Lifting Equipment and Pressure Systems

Passenger lifts, platform lifts, hoists, lifting accessories, pressure vessels and other relevant systems will be recorded in the statutory compliance register. They will receive maintenance, inspection and thorough examination at the intervals required by LOLER, the Pressure Systems Safety Regulations, the written scheme of examination, manufacturer instructions and competent advice. Equipment must be taken out of service when a defect presents danger. Rescue and entrapment arrangements will be clear and tested.

Lone Working

Lone working will be avoided where the risk cannot be controlled adequately. Where it is allowed, a suitable assessment will consider the task, location, time, communication, access, medical needs, violence, emergencies and how assistance will be summoned. Permission and check-in arrangements will reflect the level of risk. People must not undertake lone work for which they are not competent or where their health, medication or the foreseeable hazards make it unsafe.

Manual Handling

Hazardous manual handling will be avoided so far as reasonably practicable. Where it cannot be avoided, the task will be assessed and reduced through changes to the load, environment, equipment, staffing or method. Mechanical aids will be provided where appropriate and maintained safely. Staff involved in moving pupils or people will receive task-specific training and plans that protect dignity as well as safety. Generic training alone is not a substitute for assessing the actual task.

Medical Screening and Occupational Health

The Trust uses Schools Advisory Service (SAS) to provide occupational health and staff wellbeing support. This includes access to occupational health assessments, pre-placement health questionnaires, clinical advice and other health and wellbeing services available under the Trust's arrangements with the provider.

Where an employee's health may affect their ability to undertake their role safely, or where work may be affecting their health, the Trust may seek appropriate occupational health advice. Referrals will be made through the Trust's agreed process and will be proportionate to the circumstances.

Occupational health advice may be used to support decisions about workplace adjustments, rehabilitation, return to work, attendance management and an employee's ability to undertake particular duties safely. Medical information will be handled confidentially and in accordance with data protection requirements.

Menopause

The Trust recognises menopause and perimenopause as both an equality and occupational health matter. Employees will be treated with dignity and supported to raise concerns confidentially.

Where symptoms affect an employee at work, managers will consider appropriate workplace adjustments, which may include temperature and ventilation, access to welfare facilities, working arrangements or duties. Adjustments will be agreed with the employee and reviewed as necessary.

Occupational Health advice may be sought where further support or specialist advice is required. Further guidance is contained within the Trust Menopause Policy.

Mental Health and Wellbeing

The Trust recognises that work-related stress and poor mental health can affect health, safety and attendance. Managers will identify and address work-related causes through appropriate risk assessment, management support and reasonable adjustments.

Employees have access to health and wellbeing support through the Trust's arrangements with Schools Advisory Service (SAS). Available services may include counselling, physiotherapy, nursing and GP support, health advice and other wellbeing services. Employees will be made aware of how to access current services through the Trust's staff communication arrangements.

Monitoring Health and Safety

Headteachers and the Director of Estates will monitor whether controls are working through inspections, discussion with staff, compliance data, incident review, maintenance records and audit. Monitoring will include leading indicators, such as completion of high-priority actions and training, as well as lagging indicators such as accidents and absence. Findings will be recorded, assigned to a named person, given a realistic completion date and followed through to closure.

New and Expectant Mothers

When an employee informs the Trust in writing that they are pregnant, have given birth within the previous six months or are breastfeeding, their manager will complete an individual risk assessment and review it as circumstances change. Where a risk cannot be adequately controlled, working conditions or hours will be adjusted; where necessary, suitable alternative work or suspension on appropriate terms will be considered in accordance with the relevant legislation and employment procedures.

Noise at Work

Noise and vibration risks will be assessed where exposure may be significant, including premises work, workshops, music, grounds maintenance and the use of powered equipment. The hierarchy of control will be applied: remove or reduce exposure at source, maintain equipment, limit time, provide information and health surveillance where required, and use suitable hearing or vibration controls and PPE only where other measures are insufficient.

Personal Protective Equipment (PPE)

PPE is a last line of defence and will not be used instead of eliminating or controlling a hazard where more effective measures are reasonably practicable. Where PPE is required, the Trust will provide suitable equipment to employees and workers covered by the amended regulations. It will be compatible, properly fitted, maintained, stored and replaced. Users will receive information, instruction and training and must report loss or defects promptly.

Premises, Structural Safety and Estates Compliance

The Trust will manage its estate in line with the DfE School Estate Management Standards and Good Estate Management for Schools. It will maintain an asset register, current plans, condition information, a statutory compliance register and a risk-based maintenance programme. The register will identify each asset or duty, the responsible person, required inspection or service, competent provider, due date, evidence and outstanding action.

- Buildings and external areas will be checked for signs of structural movement, water ingress, falling materials, unsafe glazing, roof or ceiling defects and other deterioration.

- Known or suspected RAAC and other structural concerns will be managed using current DfE guidance and competent structural advice.
- Vehicle and pedestrian movements, playgrounds, sports equipment, trees, gates, fences, roofs, drainage and external lighting will be assessed and maintained according to risk.
- Radon potential will be checked using current UK maps and testing arranged where indicated.
- Flood, overheating, severe weather and climate-resilience risks will inform estate and business continuity planning.
- Planned preventive maintenance will be balanced with reactive work, with priority given to statutory and high-consequence risks.

Risk Assessment

Risk assessments must be suitable and sufficient, carried out by people with the knowledge and experience needed for the task, and focused on significant hazards. They should identify who may be harmed, existing controls, further action, the responsible person and review trigger. Assessments must be communicated to the people who rely on them and reflected in working practice.

A review date is a backstop, not a reason to wait. Assessments will be reviewed after an incident or near miss, significant change, new information, a change in people affected or where monitoring suggests the controls are not effective. Dynamic judgement may still be needed during activities, but it should sit within a planned and understood system rather than replace it.

Security and Safeguarding

Each academy will maintain a proportionate security risk assessment and plan in line with current DfE school and college security guidance. It will address controlled access, visitors, deliveries, vehicle movements, perimeter security, violence and aggression, lone working, emergency communications, lockdown and recovery. Security measures must support safeguarding and inclusion and should not create avoidable fire or evacuation risks.

Safeguarding checks and supervision for contractors, volunteers and visitors will follow current Keeping Children Safe in Education requirements. The Trust will prepare for the Terrorism (Protection of Premises) Act 2025, assess whether premises and events are likely to fall within scope, and update local procedures when commencement regulations take effect.

Slips, Trips and Falls

Good housekeeping, prompt defect reporting and suitable cleaning arrangements are the main controls for slips and trips. Routes must be kept clear, changes in level highlighted where necessary and spillages dealt with promptly. Cleaning should be planned to avoid creating a new risk, with warning signs used only while the hazard remains. Containers of hot liquid or food must be covered when transported. Repeated incidents will trigger a review of flooring, footwear, drainage, lighting, behaviour and work practices.

Smoking

Smoking and vaping are not permitted in Trust buildings, grounds or vehicles, subject to any lawful and clearly designated arrangements approved by the Trust. Breaches by staff will be managed under the relevant conduct procedure. Support to stop smoking may be signposted through occupational health or public health services.

Training

Health and safety training will be based on role, risk and responsibility. All new employees will receive a local induction before or as soon as they begin work, including emergency arrangements and how to report concerns. Refresher intervals will be set by law, guidance, competence needs and risk; they will not be determined solely by the availability of an e-learning module. Practical training and assessment will be used where a task depends on physical skill or judgement.

Training records will be retained within the approved central system. Managers must check that learning is understood and applied. Supply staff, agency workers, contractors and volunteers will receive the information necessary for their work and the risks they may encounter.

Violence and Aggression

The Trust will assess and manage foreseeable risks of work-related violence and aggression, including verbal abuse, threats, online abuse and physical assault. Employees must report incidents through iAM Compliant so that appropriate support can be provided, risks reviewed and further controls introduced where necessary. Individual pupil plans and risk assessments must consider the safety of employees and other workers as well as the pupil.

Visitors

Visitors must follow the academy's sign-in, identification, supervision and emergency arrangements. The level of briefing and supervision will reflect the purpose of the visit, access required, safeguarding status and known risks. Visitors must not enter restricted areas or undertake work without permission. Hosts are responsible for making sure relevant information is provided, but all staff should challenge unidentified or unauthorised people in line with local security procedures.

Waste Management

Waste will be segregated, stored and disposed of safely through authorised carriers. The Trust will retain required waste-transfer and consignment documentation and apply the waste hierarchy where practicable. Hazardous, electrical, chemical, clinical and sharps waste will follow specialist arrangements. Used auto-injectors and other sharps must be handed to ambulance staff where possible or placed immediately in an approved sharps container; they must not be put loose into a clinical-waste bag or ordinary bin.

Welfare

Premises will provide adequate toilets, washing facilities, drinking water, rest and eating areas, ventilation, lighting and reasonable thermal comfort. Facilities will be clean, accessible and maintained in a serviceable condition. The Trust will respond proportionately to overheating, cold, poor indoor air quality, damp, mould, pests and sanitation problems, taking particular account of children, disabled people, pregnancy and medical needs.

Work at Height

Work at height will be avoided where reasonably practicable. Where it is necessary, the work must be planned, supervised and carried out by competent people using suitable equipment. The assessment will consider fragile surfaces, falling objects, access, weather, rescue and the people below. Chairs, desks and unsuitable furniture must not be used for access. Inspection frequencies for ladders, access equipment, scaffolds and fall-protection equipment will be based on legal requirements, risk, manufacturer guidance and competent advice rather than a blanket annual interval.

Work Equipment

Work equipment must be suitable for its intended use, maintained in a safe condition and used only by people who have received adequate information, instruction and training. Guards, emergency stops and other safety devices must not be defeated. Inspection will be proportionate to the risk and carried out after installation, at suitable intervals and after exceptional events where required. Defective equipment will be isolated and removed from use until repaired or replaced.

Higher-risk curriculum and premises equipment, including woodworking machinery, kilns, local exhaust ventilation, pressure equipment, lifting equipment and science apparatus, will be managed under specialist procedures and technical guidance.

Young Employed Persons (16 to 18 years)

Before employing a young person, the Trust will assess risks arising from their inexperience, immaturity, lack of awareness and any specific needs. Work, equipment and supervision will be adjusted accordingly. Young people will not undertake work beyond their physical or psychological capacity or involving prohibited exposure unless the strict legal conditions for training and supervision are met. Parents or carers will be given relevant information where the law requires it or where this would support safe arrangements.

7. Monitoring & Auditing

The Trust will use a layered assurance model. Academies will complete routine checks and termly reporting; the Director of Estates will coordinate reviews and annual assurance; independent or external audit will be used where specialist challenge is needed. The Board will receive a balanced picture of compliance, significant risks and improvement, not simply the number of forms completed.

- Each academy will complete the Trust's annual health and safety assurance process through iAM Compliant and retain appropriate supporting evidence
- Serious or overdue actions will be entered on the Trust risk or action system and escalated according to consequence and urgency.
- The Trust will prepare and submit the DfE School Estate Management Standards annual return from the 2026-27 cycle where required.
- Performance measures will include statutory inspections completed on time, high-risk actions closed, training and competence, incident themes, sickness and occupational-health information where lawful, contractor performance and audit results.
- This policy will be reviewed at least annually and sooner after material legal change, organisational change, a serious incident or evidence that arrangements are not effective.

8. Related Documents and Guidance

Related Documents

- Trust Risk Assessment Procedure and local risk registers
- Accident, Incident, Near Miss and RIDDOR Procedure
- Fire Safety Policy and local fire emergency plans
- Asbestos Management Policy, register and site plans
- Control of Legionella Bacteria Policy and written schemes
- Contractor Management and CDM Procedure
- First Aid Policy and First Aid Needs Assessments
- Administering Medicines, Medical Conditions and Allergy Safety Policies
- Menopause Policy
- Educational Visits Policy and approval system
- Emergency Planning, Security, Lockdown and Business Continuity Plans
- Safeguarding and Child Protection Policy; Keeping Children Safe in Education
- Food Safety and catering procedures
- Data Protection, Information Security and Cyber Incident procedures
- Staff Wellbeing, Stress, Sickness Absence and Occupational Health procedures
- Estate Strategy, Asset Management Plan, condition data and statutory compliance register
- Schools Advisory Service (SAS) – Trust occupational health, staff wellbeing and absence-support provider.

Reference Standards and Guidance

- DfE: Health and safety responsibilities and duties for schools; Good Estate Management for Schools; School Estate Management Standards; Estate Management Competency Framework; school and college security guidance; first aid in schools guidance.
- HSE: Schools and education guidance; Leading sensible health and safety management in schools; HSG65 Managing for health and safety; asbestos checklist for schools; L8 and HSG274 legionella guidance; RIDDOR guidance for schools; relevant Approved Codes of Practice.
- ISO 45001:2018 Occupational health and safety management systems and ISO 41001:2018 Facility management systems, used as non-mandatory management-system benchmarks.
- Relevant British Standards and recognised technical guidance for fire systems, electrical installations, emergency lighting, lifts, playgrounds, sports equipment and other specialist systems, as identified by a competent person.

9. Appendix 1 - Health and Safety Training Matrix

Audience	Core learning	Timing
All employees	Local induction; fire and emergency arrangements; incident reporting; basic H&S responsibilities; safeguarding; allergy awareness	On appointment and refreshed when arrangements change; annual topics where policy requires
Headteachers and senior leaders	H&S leadership; risk management; incident investigation; emergency management; governance reporting	On appointment and periodic refresher
Premises/site staff	Asbestos awareness; legionella role; COSHH; work at height; electrical awareness; contractor controls; manual handling; equipment-specific competence	Before task and refreshed according to risk/competence
H&S lead / governor	Role, assurance, inspections, sensible risk management and escalation	On appointment and periodic refresher
First aiders	EFAW/FAW or appropriate qualification; paediatric where required; annual skills refresh recommended	Certificate cycle and annual refresh
Educational Visits Coordinator / leaders	EVC/visit leadership, risk assessment, emergencies and provider checks	Before appointment and refreshed as required
Catering staff	Food hygiene, HACCP, allergens, COSHH, equipment and emergency response	Before unsupervised work and periodic refresher
DSE users	Workstation set-up, breaks, reporting discomfort	On becoming a user and when work changes
Managers of staff	Stress risk management, reasonable adjustments	On appointment and periodic refresher
Specialist curriculum staff	Relevant CLEAPSS, DATA, AfPE or other recognised subject guidance and equipment competence	Before activity and maintained through CPD