



The Olympus Academy Trust Health & Safety Policy

Document Summary

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Owner: (Olympus or School)	Olympus Academy Trust
Governing Committee:	Audit & Risk Committee (ARC)
Statutory or Optional policy:	Statutory
Appendices:	Appendix A – Transporting Learners in your Car
On Trust Website?	Yes
On School Websites?	Yes

Amendment History

Version	Amendment Date	Author	Amendment Summary
v2.2	23 rd March 2020	Head of Business Operations	- Annual Review. - No amendments
v2.2	31 st March 2020		- Approved by the Olympus Board of Trustees - Policy issued.
v2.3	1 st March 2021	Health, Safety and Premises Compliance Officer	- Annual Review - No amendments.
v2.3	11 th March 2021		Approved by Audit & Risk Committee
v2.3	1 st April 2021		Approved by the Board of Trustees
v3.0	1 st April 2021		Policy Issued
v4.0	5 th May 2022	Head of Business Operations	Annual Review
v5.0	27 th April 2023	Head of Estates & Facilities	Annual review
v5.1	4 th May 2023	Policy Coordinator	Policy not approved by Audit & Risk. Further changes needed.
v5.2	11 th July 2023	Policy Coordinator	Policy approved by Audit & Risk on 22nd June. However, they were not quorate so approved by Board of Trustees on 11th July.
V6.0	22 nd April 2024	Head of Estates & Facilities	- Annual Review - Trustee and Governors added to organisational responsibilities - Trust H&S lead responsibilities amended - Related documents amended
V6.1	16 th May 2024	Policy Coordinator	Policy approved by Audit and Risk on 16th May 2024
V7.0	March 2025	Head of Estates & Facilities	- Annual review - Electric Vehicle section added.
V7.1	October 2025	Head of Estates & Facilities	CEO name change to statement of intent
V8	March 2026	Head of Estates and Facilities	- Statement of intent updated - Life safety equipment included in examples

1. Statement of Intent

1.1 It is the policy of The Olympus Academy Trust to ensure so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, and the protection of others including members of the public and contractors who may be affected by the Trust's undertakings. The Trust fully accepts its responsibilities to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation and is totally committed to the creation and maintenance of a positive health and safety culture throughout the organisation. The Olympus Academy Trust and schools within the Trust will take every reasonable measure, including the provision of adequate resources, to discharge its responsibilities to achieve the following objectives:

- To set and maintain high standards for health and safety throughout the Trust;
- Provide a safe and healthy place of work and working environment, including access and egress, provision and maintenance of safe working systems, plant and equipment
- Identify risk and set in place programmes to remove or reduce those risks
- Provide information, instruction, training & supervision to enable employees and others to safely recognise and minimise hazards and to contribute positively to health and safety at work
- Consult with employees either directly or via their representatives
- Develop and deliver campaigns etc. to promote and encourage safety and health awareness of employees, learners, young persons and others
- Ensure that the health and safety of the general public including contractors is protected when they are on the Trust's premises or affected by the Trust's activities, especially in relation to learners and young persons
- To ensure that adequate consideration is given to the protection of the environment
- This policy will be brought to the attention of all employees, associated company employees and contractors. This statement will be regularly reviewed, and any revision brought to the notice of employees and others.

Signed

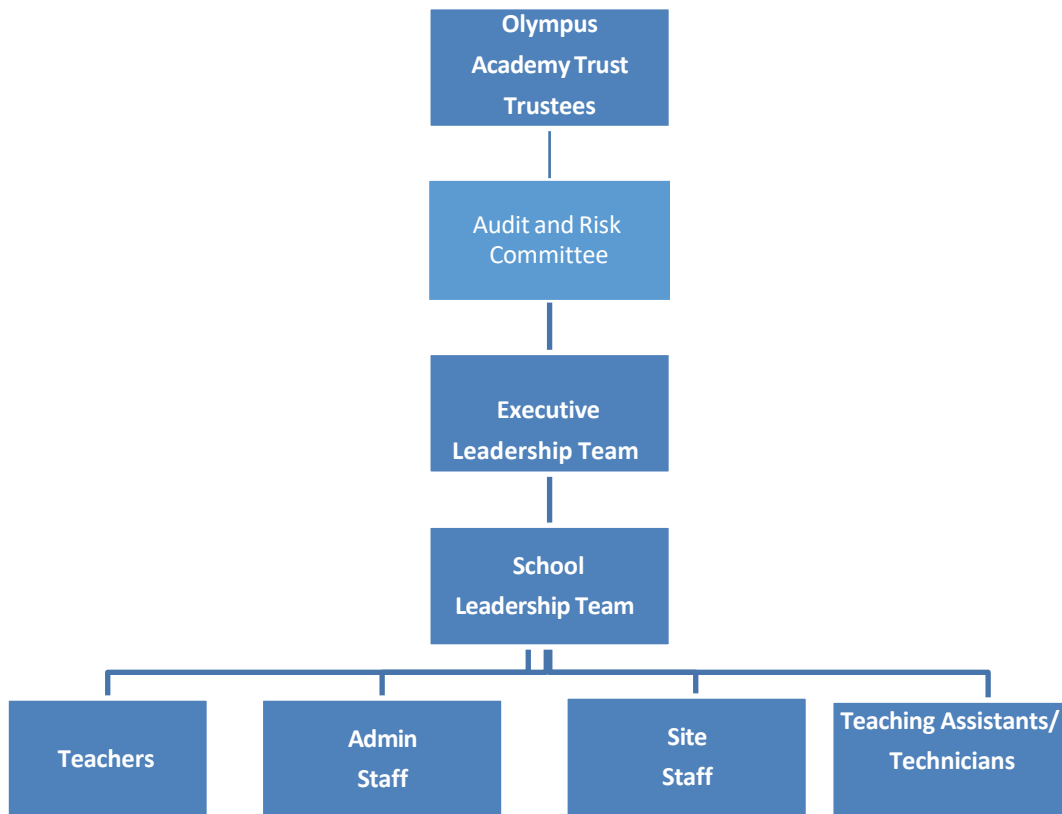


Claire Moloney-Banks
CEO
March 2026

On Behalf of The Olympus Academy Trust

2. Organisation & Responsibilities

2.1 Organisation Structure



2.2 The Duties of the Board of Trustees (the employer)

The Board of Trustees has overall responsibility for ensuring compliance with this Health & Safety Policy Document.

The Board of Trustees has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and learners.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.

- Sufficient funds and resources are set aside with which to operate safe systems of work.
 - Health and safety performance is measured both actively and reactively.
 - The Trust's Health and Safety Policy and performance are reviewed annually.
- 2.3 All Trust personnel and those who appoint others to carry out duties on behalf of The Olympus Academy Trust (Trust), are required to ensure that those persons are competent and have adequate resources with regard to health and safety. They are to ensure, so far as is reasonably practicable, the prevention of ill health and the avoidance of accidents.
- 2.4 In order to promote safe and healthy workplaces, the following responsibilities have been established:
- **Chief Executive Officer (CEO), The Olympus Academy Trust**

The CEO has established the overall Health and Safety Policy of The Olympus Academy Trust and has responsibility for ensuring that the policy is implemented and monitored at all levels.
 - **All Members of the Executive and School Senior Leadership Teams, including the CEO, Trustees & Governors**

All Trust and senior leaders including Trustees and governors are responsible for implementing and monitoring The Olympus Academy Trust Health and Safety Policy along with any other subsidiary policies and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety.

Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities and clients.
 - **Trust Health & Safety Lead**

The Trust Health & Safety (H&S) Lead will provide health and safety advice to Headteachers, Health & Safety Leads and others in the schools and Central Team and will act as a central point for H&S coordination in the Trust. This role will be supported by SafetyMark, the Trust's external H&S advisors. The Trust H&S Lead will undertake appropriate H&S training, attend school H&S Committee Meetings and oversee the SafetyMark action plans for each school. The Trust Health and Safety Lead will ensure there is an appropriately trained health and safety lead for each school.

- **Headteachers**

The Headteacher has day-to-day responsibility for ensuring compliance with this Health & Safety Policy document. The Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout their school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

- **School Health & Safety Lead**

The Health & Safety Lead in each school organises and chairs a Health and Safety Committee Meeting and reports back to the Audit and Risk Committee. They carry out periodic health and safety audits to ensure that the estates staff and departments fulfill their requirement to monitor, review and record safe systems of working within their schools. They will seek support and professional advice from external advisors as necessary.

The Headteacher with support from the Health and Safety Lead in each school, will assume day to day responsibility for health and safety matters and are responsible for ensuring that appropriate action is taken to mitigate/resolve any health and safety issues that arise. This may include referring issues to the Headteacher or other relevant Trust personnel.

The Health and Safety Lead in each school will all hold relevant Health and Safety qualifications and have up to date training as necessary to carry out the role. They advise the relevant Headteacher and/or staff ensuring that details related to health and safety management are passed on. They provide support and advice to managers and staff.

The Health and Safety Lead will undertake periodic health and safety audits to ensure the site they are responsible for are following safe systems of work.

- **Line Management**

All Trust line managers or Heads of Department, where appointed, are responsible for:

- The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures and will abide by the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
- Ensuring adherence to a safe system of work by employing competent employees and contractors.

- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.
- Ensuring that all accidents, incidents, dangerous occurrences and near misses within their area of responsibility are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary.
- Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.
- **Individual Responsibilities**

All employees, Trustees and governors are required to:

- Cooperate in the implementation of the requirements of all health and safety legislation, related codes of practice and safety procedures / instructions.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
- Take responsibility for good housekeeping in the area within which they work.
- Report all accidents, incidents, dangerous occurrences and near misses in accordance with the Trust's guidelines.
- Follow the advice given in health and safety training in order to control workplace risks.
- Take responsibility for their own health and safety.

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Trust, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with current procedure

- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Learners

Obligations

Learners, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

Learners, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

School Health and Safety Representatives

The Headteacher recognises the role of Health and Safety Representatives who may be appointed by a recognised Trade Union or voted for by their peers.

Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out School inspections within directed time but, wherever practicable, outside teaching time.

Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or the Trust.

Teaching Staff

Teaching Staff have a day-to-day responsibility for ensuring compliance with this Health and Safety Policy and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the learners in his/her classroom. Nominated teachers are responsible for classrooms and offices and associated equipment and, as such, it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Class teachers are expected to:

- Exercise effective supervision of their learners and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to learners as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Head Teacher or Head of Department.

Teaching Assistants

Teaching Assistants have a day-to-day responsibility for ensuring compliance with this Health and Safety Policy and are immediately accountable to the teacher in charge, whilst the class is in session.

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Contractors

All Contractors working on The Olympus Academy Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on The Olympus Academy Trust premises (or

elsewhere on the Trust's behalf), the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement. All contractors must hold relevant and in date documentation (public liability insurance, RAMS including site specific, where appropriate, qualifications and accreditations).

Communication

The name of the person/s appointed with responsibility for health and safety on The Olympus Academy Trust or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information, to ensure the control of risks at that premise, is communicated to all staff and visitors. All Trust and associated personnel should read the Site Health and Safety Arrangements poster, wherever they work.

Each school recognises the importance of communication to staff, visitors, learners, parents, volunteers, contractors etc. such as:

- Minutes of health and safety committee meetings
- Briefing notices if an incident of note has happened
- New staff are inducted prior to starting at the school
- Contractors send in risk assessments and safe working practices; communication is maintained at all times whilst on site

Consultation & Training

The CEO of The Olympus Academy Trust, along with Senior Leaders and Managers of each school under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards. External Health and Safety Consultants will be used to provide professional health and safety advice, as required.

The Trust recognises the importance of consulting with employees on health and safety matters. To improve health and safety in schools a health and safety committee has been established which meets three times a year to discuss matters on a set agenda but also bring matters to the committee which have been raised by members of staff.

3. Arrangements

3.1 Our policy and organisational responsibilities are detailed in Parts 1 and 2 of our Health and Safety Management System above. This section, Part 3, details our arrangements for planning, implementing, monitoring, auditing and reviewing our Health and Safety Management System. This Health and Safety Policy is the overarching policy for the Trust

3.2 Planning & Implementation

The Trust requires mechanisms to be in place to provide assurances that policy requirements are being introduced, maintained and effectively implemented to provide high standards of safety performance in all of our academies.

3.3 Planning to Achieve Performance.

Each school shall adopt a systematic and planned approach to implement safety management systems that meet the obligations placed on them. They shall demonstrate high standards of safety performance, based upon legislation, the requirements set by the Trust and safety objectives and targets set by capability requirements. The steps to achieve this are generic with the degree of rigour applied being proportionate to the risk.

3.4 Risk Management

Risk assessments are a critical and key component of effective health & safety management. The Trust's approach and policy for safety risk management shall be based on principles of:

- Clear ownership of risk.
- Clear delegation of authority.
- Proportionate risk management and control measures in accordance with a recognised standard.
- Appropriate monitoring, inspection and audit.
- Common policies and standards.
- Transparency of risks.
- Auditable trail of decisions.

Health and safety risk assessment is not to be confused with the Risk Management Policy which assesses corporate risk management.

The responsibility for completing assessments and implementing controls falls to our schools. They are to identify in their policy line managers to undertake this function as part of their normal duties.

Most risk assessments will be straightforward in nature, concerning workplace risk assessments. However, there will be instances of complex risk where it will be necessary to request assistance from our external safety advisor. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people.

Significant residual risks, or where adequate control cannot be achieved, shall be reported up the management chain for action at the appropriate level. (Note: it may be necessary to stop the process until a satisfactory solution is implemented.)

The degree of rigour applied by duty holders to the management of safety risks shall be proportionate to the magnitude and complexity of the individual situation.

The following approach shall be applied by duty holders to ensure effective risk management:

- Risk Identification – There must be a clear description of what the activity leading to the risk is and the threat it poses to the objectives and outputs.
- Risk Assessment – Identified risks shall be assessed in terms of likelihood of them occurring and the consequences should they occur. Consideration shall be given to all those people potentially affected. This shall be translated into an indication of the risk level e.g. low, medium, high.
- Risk Management – For effective management of the risk, an owner, with the authority to determine the degree of mitigation they wish to apply to ensure the tolerability of the

risk, shall be identified.

- Risk Reporting – The risks identified; details of the owner and control measures in place shall be compiled to form a safety risk register. Risks requiring further mitigation shall be included in a risk reduction program.
- Risk Review – Mitigation measures must remain effective; if they become degraded the likelihood of the risk coming to fruition will increase. To prevent this, managers shall assure themselves periodically that mitigation measures remain proportionate and effective.
- The Trust shall be aware of the corporate risks from risk reports, health and safety group meetings and performance review activities which are reported to the Audit and Risk Committee on a regular basis.

The Trust uses a flexible approach to risk assessment. Our standard is to use the model assessments and pro forma provided by SafetyMark. Our assessments will be rated using a high, medium or low risk system, based upon the numerical risk matrix provided by SafetyMark.

For some curriculum activities, risk assessments generated by professional bodies such as CLEAPSS/AfPE etc. will be used. Dynamic risk assessment also plays a large part in our management of risk.

It is important to make clear that risk assessment is the responsibility of the School's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities.

Risk assessments are reviewed periodically or where there is a change in circumstances.

3.5 Objectives & Targets

Setting of objectives and targets is an integral part of all management systems. Consequently, the Trust's plan contains strategic objectives, including those for safety, together with targets for their implementation. They are directed at all our schools in order to help prevent accidents and incidents and to ensure the provision of safe equipment and safe systems of work.

Safety objectives made to enable continuous improvement are aimed at our schools and shall be cascaded down the line management chain. In addition to the suite of safety related objectives and targets placed upon them, managers shall additionally set objectives and targets to improve safety performance throughout their remit and include them in their management plans. The extent of this shall be driven by review of safety performance data and identified safety risks. There shall be proportionality and linkage of objectives and targets at all levels within the Trust.

3.6 Action Plans & Tasks

The achievement of objectives and targets shall be a key indicator of safety performance. Each school will be expected to undertake a health and safety audit from the Trust's external health and safety advisors, SafetyMark within the first 3 months of joining the Trust and every 2 years thereafter. Each school shall be committed to completing the actions identified in this audit.

Managers shall demonstrate that they adopt a planned approach to their achievement. This shall typically be in the form of a safety action plan which includes:

- Measures to be taken to achieve objectives and targets.
- Actions to manage risks identified in the risk registers.
- Actions to rectify deficiencies identified via performance measurement and audit.
- Any additional requirements the duty holder has identified.

All significant activities shall be included in an Action Plan published by each school. The plan should reflect targets set by the Trust but can be refined and supplemented as necessary to encompass local issues as well as detailing how the Trust's Action Plan will be achieved.

Plans will be reviewed at least annually.

3.7 Measuring Performance

It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.

All of our schools shall measure how effectively safety requirements have been implemented and risks are controlled across their area of responsibility. This shall include how well the safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories: active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

3.8 Active Management

Active measuring techniques give feedback on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.

The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to each school's hazard and risk profile. Active measuring techniques employed by the Trust are to include:

- Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
- Periodic examination of the Trust, supported by the health and safety advice from our appointed competent contractor to check that systems relating to the promotion of safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.
- The systematic inspection of premises, plant and equipment by line managers, maintenance staff, specialist contractors (examples are legionella, pressure systems, corrosion inspections and asbestos) management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any

operating constraints.

- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health, such as stress.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using bespoke departmental checklists.

The operation of audit systems (SafetyMark) relating to safety within Trust. Compilation and consideration of regular reports on safety performance by safety committees and the senior management team.

- Safety culture/climate surveys and questionnaires undertaken by our safety contractor when directed to do by the Trust.

3.9 Reactive Measurement

Reactive measuring techniques and systems are triggered after an event and provide opportunities for the Trust to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators.

Information relevant to claims against our schools shall be reported to the Audit and Risk Committee. Each school within the Trust shall evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient safety performance and report their finding through the safety committee and the senior management team to the Audit and Risk Committee.

The reporting of accidents via each school to the Audit and Risk Committee is to include:

- Ill health data where related to occupational causes.
- Information related to potential civil claims.
- The outcomes of accident and incident investigations conducted to the standards detailed in our accident investigation policy.
- Inspection reporting.
- Details of enforcement action from external regulators, including enforcement notices and, where relevant, prosecutions.
- Accidents/incidents that have been reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The Head of Business Operations or the Trust Health and Safety Lead will report all RIDDOR reportable accidents/incidents for the Trust.

3.10 Audits

Audit is an essential part of the Trust's safety management system. A useful definition of audit in this context is "the structured process of collecting independent information on the

efficiency, effectiveness and reliability of the safety management system and drawing up plans for corrective action". It therefore involves making judgments about the adequacy of performance. Audits aim at establishing that:

- Appropriate management arrangements are in place and effective.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of each school.
- Appropriate precautions are in place and effective.
- Audits will be conducted independently by engaging SafetyMark.

3.11 Review

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the Trust and its schools. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance.

Review of performance against targets, objectives and performance indicators must consider how well the Trust and its schools are achieving the performance levels that it has set itself at all levels.

Review shall also consider progress in management of corporate safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc. and for revision of objectives and targets.

3.12 General Arrangements

The Olympus Academy Trust schools are to ensure they have arrangements in place to cover First Aid, Fire and Emergencies, Accident Reporting, Health and Safety Monitoring and Liaison with the Enforcing Authorities. The names of those appointed with key health and safety responsibilities are to be clearly displayed on all of the Olympus Academy Trust premises.

3.13 Performance Standards

The Trust expects each of its schools to achieve the following standards:

- **Health & Safety Policy**

The Trust has an overarching Health and Safety Policy consisting of three parts, statement of intent, organisational section and arrangements to assist compliance with these performance standards and any other significant hazard they identify.

The Trust Health and Safety Policy will be reviewed annually, and the Statement of Intent will be signed by the CEO at least every 12 months and published on the Trust website.

The statement of intent is to be clearly displayed on safety notice boards in each school in a location where employees frequently gather e.g. staff room

All staff, including those who do not have regular access to the school's intranet must be made aware of the location of the Olympus Health and Safety Policy.

- **Employer's/Public Liability Insurance**

Schools are to prominently display their current insurance certificate in an area where staff, visitors, parents and carers have easy access to, such as the entrance or school reception. All schools are expected to join the Risk Protection Arrangement (RPA) as soon as is practicable after joining the Trust.

No out-of-date insurance policies are to be displayed.

- **Health and Safety Law Poster**

The health and safety law poster is to be clearly displayed on safety notice boards located where employees frequently gather.

The relevant details shall be completed.

- **Local Health and Safety Assistance**

The names and places of work of union appointed safety representatives and non- union representatives of employee safety are to be made known to all staff if applicable.

- **Health and Safety Communication**

Health and safety is to appear as an agenda item for meetings where minutes are taken, and health and safety is relevant to the area concerned e.g. high risk areas in schools.

- **Health and Safety Competence**

All new employees are to be given health and safety induction training by their line manager. They will also be required to complete the relevant health and safety training modules on the Trust's e-learning platform, National College (which is replacing iHasco)

A record of all induction training is to be maintained by each school.

Relevant health and safety competencies are to be written into job/role descriptions.

Refresher health and safety training will be provided to all staff, usually via inset day presentations or the e-learning platform.

- **Health and Safety Consultation**

Each school is to be able to demonstrate it has fulfilled its legal duty to consult with workers on matters of health and safety by keeping records of:

- Health and Safety Committees
- Team Meetings where health and safety has been listed on the agenda.
- All health and safety briefings and toolbox talks etc.

- **Health and Safety Control**

Schools are to clearly identify people with specific responsibilities for health and safety and how they are held accountable through:

- Individual job descriptions containing references to health and safety responsibilities
- Performance review and appraisal systems measuring and rewarding individual performance in health and safety activities
- Procedures identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance. These can be integrated with normal disciplinary arrangements and be invoked when justified by the seriousness of the failure to comply.

Schools are to give the same importance to health and safety performance standards and objectives as other aims. Good health and safety performance is to be seen as vital in career progression and personal development assessments.

- **Worker Involvement**

Our schools are to actively encourage worker involvement in health and safety. When receiving suggestions, always ensuring that the person making the suggestion receives feedback, even if the answer is “sorry and these are the reasons why”.

Schools are to publicise responses to employees’ suggestions by sharing minutes from health and safety committee meetings via email, health and safety noticeboard or shared drive.

- **Hirers, Contractors and Others**

Our schools are to ensure that when their premises are used for purposes not under the direction of the school, that the principal person in charge of the activities for which the premises is to be used bears responsibility for safe practices.

Our schools should seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

Each school is to ensure that when our premises or facilities are being used out of normal school hours for a school-sponsored activity then, the organiser of that activity, even if an employee will be treated as a hirer and will comply with these arrangements.

When the premises are hired to persons outside the employ of The Olympus Academy Trust, it should be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the school and that they will not, without the prior consent of the school:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment or
- Take any action that may create hazards for people using the premises or the staff or learners of the school.

Schools are also to ensure:

- That the hirer/licensee has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.
- A signed, written letting agreement is completed and copies are kept
- That the organiser of the activity has conducted a suitable and sufficient risk assessment. Copies of the assessment are to be kept.

- **Educational Visits/Offsite Visits**

Each school is to ensure:

- They comply with Department for Education (DfE) guidance on offsite visits and school journeys.
- All staff involved in Educational Visits have received appropriate training and are suitably experienced and supervised.
- The Educational Visits Policy is ratified by the Finance & Resources Committee. The policy's contents include:
 - The purpose of the policy
 - The consultation process undertaken in creating the policy.
 - The relationship of the policy to other school and Trust policies.
 - Types of visits the policy covers.
 - Roles and responsibilities of persons expected to create, implement, put into action, maintain, review and approve the policy.
 - Actions expected by parents/carers.
 - How the policy will be monitored and reviewed.

The Trust complies with DfE Guidance regarding offsite visits and journeys.

To initiate an educational visit, an initial educational visit request must be completed and submitted to the leadership team for consideration – this includes date, timings, students attending, cover required and SEN students and TA's required. Further details can be found in the Educational Visits Policy and associated documents.

- **Working at Height**

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. Each school discusses and agrees arrangements with staff.

Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Only staff that have been trained to work at height are allowed to carry out the tasks at height. Kick stools are permitted to aid in removing light objects from shelves.

All ladders have ladder logs attached to them. It is the responsibility of the site team to check the ladder every time that they use it, but a formal inspection will be carried out every 6 months. All ladders are securely stored.

The school must use appropriate working at height training as determined by the risk assessment.

Staff or contractors using mobile scaffold towers must hold a suitable, in date PASMA certificate. Staff or contractors using mobile elevated work platforms, must hold a suitable, in date IPAF certificate.

- **Noise**

Our schools must undertake a noise survey (where deemed appropriate) that informs line managers and employees of the hazards from exposure to excessive noise and explains the control measures required to minimise the risks. This will be achieved by each school:

- Ensuring early recognition and assessment of the risks to employees and others affected by their undertaking.
- Ensuring effective communication between management and their staff to raise awareness of the risks when working in noisy environments
- Establishing effective risk assessment control measures and incorporating the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas, management systems and procedures
- Putting in place suitable control measures to reduce those risks and establish effective monitoring of control measures.
- Encouraging individual responsibility to recognise and inform management of uncontrolled risks associated with noisy environments.

- **Violence to Staff**

- **Our schools are to ensure they have procedures in place that inform all our staff on how to minimise risk from assault as detailed in the Policy for Preventing and Dealing with Violence and Assaults Towards Staff. Security Arrangements Including Dealing with Intruders**

- Each school will complete a security risk assessment and review at least annually.

- **Lone Working**

The Trust has a Lone Working Policy that all schools must follow. The policy sets out strategy, management responsibilities and implementation procedures for the management of risk from lone working in order to:

- Ensure early recognition and assessment of the risk to employees and others affected by the school's undertakings.

- Ensure effective communication between management and staff to raise awareness of Lone Working and the risks that it poses.
- Establish effective risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/ management systems.
- Where risks are identified, put in place suitable control measures to reduce those risks and establish effective monitoring of control measures.
- Set up effective assessment and monitoring tools to evaluate the effectiveness of local arrangements put in place to minimise the risks related to Lone Working.
- Identify training needs so that staff have the skills to recognise and inform management of hazards and risks associated with lone working.

Each school should produce their own lone working risk assessment and home worker risk assessment that should be reviewed annually and shared with all staff.

- **Security of Persons and Premises**

All schools are to ensure, so far as is reasonably practicable, that there are suitable and sufficient arrangements for the topics listed below and that all staff and learners are aware of the arrangements.

- Perimeter Fencing/Exterior lighting.
- Security Alarm (externally monitored).
- Use of toughened glass and safety glazing.
- Identification of visitors.
- Signing In/Out procedures.
- Control of Access.

- Security Personnel on duty.
- Reception/waiting areas.
- Security Assessments of premises.
- Installation and use of CCTV, neighbourhood watch schemes etc.

Hazardous Substances - Control of Substances Hazardous to Health (COSHH)

Each school is to introduce a hazardous substances procedure that will identify and assist designated employees regarding COSHH risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where hazardous substances are used, a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost which will:

- Produce a list of the hazardous substances including cleaning materials used in their area.
- List activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.
- Undertake and complete COSHH Assessments.
- Comply with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) requirements and guidance.
- Identify and supply appropriate Personal Protective Equipment (PPE) and Clothing and ensure employees use PPE when appropriate.
- Correctly store hazardous substances and display appropriate signage.

In addition, where flammable liquids and gases are used include checks and controls to ensure:

- Effective procedures are in place to contain flammables.
- Quantities stored are strictly controlled.
- Flammable liquids and gases are safely and securely stored away from sources of ignition.
- Record who is authorised to access and use flammable liquids and gases.

Where necessary this Health and Safety Policy is to be supplemented by a local departmental policy relating to the specific activities of the Department or area.

- **Personal Protective Equipment (PPE)**

The Trust recognises that the use of personal protective equipment (PPE) as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

Where PPE has been identified as essential through risk assessment, the school must:

- Confirm employees are supplied PPE free of charge
- Explain how a PPE risk assessment will be undertaken to ensure that supplied PPE suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

The school will ensure that employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements and will describe how and when PPE will be checked and how replacements can be sought.

Schools are to keep a record of PPE issues. The record is to include details of any expiry dates to ensure equipment is replaced as and when necessary.

- **School Transport**

Each school is to:

- Introduce a school travel plan.
- Introduce and regularly review travel behaviour codes.
- Staff wishing to drive the minibus, must have a clean licence and have successfully completed MIDAS training. When taking out the minibus they must complete the minibus log. Driving licences of minibus drivers are checked annually. Further details can be found in the Minibus Policy.

- **Manual Handling**

All schools are to create a manual handling procedure, the purpose of which is to provide advice and guidance to all line managers and employees in order to minimise the risk from manual handling activities in the workplace.

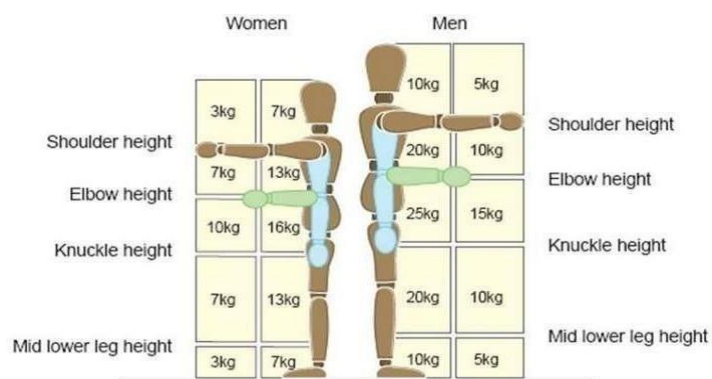
The procedure must make clear that before any manual handling task is assigned the department has done everything so far as is reasonably practicable to avoid the need for their employees to undertake a manual handling operations which involve a risk of being injured.

The procedure must also make clear that where manual handling cannot be avoided every effort will be made to provide mechanical assistance to make handling the load less likely to cause injury, and that where aids have been supplied, employees will be encouraged to use them.

This will be achieved by requiring their departments to identify and communicate manual handling operations through general risk assessments and generic training when loads are within the significant manual handling load filter shown below.

Manual handling training is provided primarily for site staff, but where identified via a risk assessment, training is provided.

Restraint training is provided to staff that have been identified via a risk assessment to require training and support of handling students in situations of anger etc.



Where lifting of loads above these weights cannot be avoided, specific risk assessments and formal training in the specific task will be required, such as training in undertaking a team lift.

All manual handling assessments must be recorded.

- Curriculum Safety (including extended school activity/study support)**

All schools are to ensure they have policies and procedures in place that will require their heads of departments to ensure that risks related to curriculum areas are identified and controlled following National Guidelines such as CLEAPSS.

For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head, and all tools/ equipment/ machinery are checked, maintained and stored correctly.

Lesson plans must include health and safety issues that need to be identified to learners and to show learners how to minimise the risk from using equipment, chemicals etc. All equipment is regularly inspected and serviced as dictated by statutory requirements

Schools may store and use low-level radioactive substances for Key Stage 4. However, department heads wishing to do this must ensure they have successfully completed the formal approval procedure and that they have appointed a Radiation Protection Supervisor in their school who has received appropriate training. Guidance on the process can be sought through our contracted Radiation Protection Advisor, safety consultancy or CLEAPSS.

- Work Experience Placements**

Our schools are to ensure their procedures clearly detail the duties of work experience coordinators. The policies should be very closely linked to the Work Experience advice provided by the Health and Safety Executive:
<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

- **Display Screen Equipment (DSE)**

For employees that are considered DSE users the school procedure must stipulate that:

- DSE 'users' are identified.
- DSE self-risk assessments and full risk assessments are undertaken and reviewed annually.
- Eye testing is to be provided and explain recovery of costs for provision of basic corrective appliances.
- Information, instruction and training on the safe use of DSE equipment must be provided to all users.
- Training of all persons who use DSE, including those who are occasional users must be given on effective ergonomic considerations.
- For DSE users the relevant school will pay for the cost of no more than one eye test annually and £50 towards the cost of workplace eye wear such as spectacles required for computer work.

- **Parent Teacher Association/Friends of School Committees**

Schools should offer support to the Parent Teacher Association (PTA)/Friends of School Committees and provide a forum through which parents can become more involved in the education of their learners. Our schools are to ensure all PTA/Friends run events are properly risk assessed and adequately insured.

- **Playground Supervision**

There are no regulations for the number of adults that should oversee learners during lunch and other breaks. Our schools, through using risk assessment, are best placed on behalf of the Trust, to assess the local risks and to put in place enough competent supervisors to manage the risks.

Our schools are also required to risk assess the potential hazards in the playground and their likelihood to cause harm.

- **Mechanical and Electrical (fixed and portable)**

Each school is to take appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. Each school is to make clear in its procedure that:

- All relevant persons are made aware of the hazards associated with electricity.
- Users of electrical equipment have in place working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.
- Persons carrying out the testing and/or repair of electrical equipment or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.
- Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held.

- The interval for testing of fixed wiring and distribution boards will not exceed more than 5 years and may be more frequent if determined by a competent person and/or our insurer.
 - Testing of distribution boards in mobile accommodation is to be annually.
 - A schematic of supply route and primary distribution is updated annually.
 - The frequency of Portable Appliance Testing (PAT) is determined through risk assessment.
- **Maintenance of Machinery, Equipment and Premises**

Each school is to ensure its procedure stipulates inspections and maintenance of its equipment is carried out on a regular basis. The frequency of these inspections is dependent on the use and type of equipment. An inventory of scheduled service and inspection is to be maintained.

Examples are detailed below:

Aspect	Service Requirement	Frequency	Reference Documents
Air Conditioning Systems	Statutory inspection	Not to exceed five years, ideally biannual.	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007
Asbestos Register	Statutory requirement if there is any asbestos in the building.	When circumstances dictate e.g. if changes to the premises have been made	Control of Asbestos Regulations 2012
Car parking and vehicle/pedestrian segregation & organisation of traffic routes.	Risk Assessment	Annual review	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 17)
Compulsory display of notices and signage	The display of most Information is statutory	Checks made to ensure correct and up to date information is displayed	Various and The Health and Safety (Safety Signs and Signals) Regulations 1996

Construction process on all construction projects, from concept to completion	Statutory	On letting of a construction project	Construction (Design and Management) Regulations 2015
Contractor Qualification Check	Checks made on contractor's qualifications i.e. NICEIC, ECA. Statutory and good practice.	During tendering to appoint contractor	Where contractors are appointed directly by the premises manager then checks should be made to ensure that they have the appropriate qualifications to carry out the specified work. Various legislation.
Control of Substances Hazardous to Health (COSHH) Risk Assessment	Check on storage and use of hazardous materials. Statutory.	Annual (Best Practice)	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Disability Discrimination	Statutory inspection	Checks to be made Whenever alteration/ changes are made to the building or the external environment	Equality Act 2010 and BS8300
Duct Hygiene (Air Conditioning)	Inspection and testing. Statutory; LEV systems not to exceed inspection interval of 14 months.	Annual inspection and testing – thorough cleaning routine determined from testing/ inspection results	Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing, HSG258
Electrical - PAT	Portable appliance testing	Variable, determined by risk assessment.	The Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989

Electrical - Fixed Electrical Installations	Statutory testing of all fixed wiring and all distribution boards.	5 yearly (or more frequently as determined by competent person)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
Electrical Stage Lighting	Inspection and testing	Annually inspection and test by competent person	Electricity at Work Regulations 1989
Electrical Stage Lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads	Every 3 months and after every alteration	Electricity at Work Regulations 1989
Emergency Lighting	Statutory Inspection and testing of system	Variable but recommend monthly checks by premises manager to check functionality, RCD (Residual Current Device [Circuit Breaker]) test. To include stop button functional test. Every six months - 1 hour duration test Annual full duration test.	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005
Extraction Systems including Fume Cupboards	Statutory inspection and Testing of Extraction Equipment	Every 14 months, good practice every 12 months.	Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfES applies to installation and maintenance of school fume cupboards There is a British Standard that applies to other fume cupboards

Fire Risk Assessment and Management Plan	Statutory fire risk assessment	Whenever any changes are made that will impact on the original assessment	Regulatory Reform (Fire Safety) Order 2005
Fire Detection, and Alarm Systems, Life safety systems (including Sprinkler Systems)	Best practice - Inspection and testing of system	Weekly test with formal quarterly and annual inspections by competent person	Regulatory Reform (Fire Safety) Order 2005
Fire Doors	Inspection	Weekly	Regulatory Reform (Fire Safety) Order 2005
Fire Fighting Equipment	Formal inspection and maintenance extinguishers.	Annual	Regulatory Reform (Fire Safety) Order 2005
Fire Fighting Equipment	Inspection and testing of fire sprinkler system	Annual, although further checks may be necessary for specific insurance requirements	Regulatory Reform (Fire Safety) Order 2005
First Aid Equipment	Inspection	Regular checks to ensure no equipment is outside of expiry date	Health and Safety (First Aid) Regulations 1981
First aid needs	Risk assessment	Annual review	SafetyMark inspections

Gas Appliance	Gas safety inspections and certificates. Identification and location. Servicing for efficient operation, combustion	Annual servicing/ updating to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working	The Gas Safety (Installations and Use) Regulations 1998 as amended
Gas tightness test	Visual condition & inspection	Annually.	The Gas Safety (Installations and Use) Regulations 1998 as amended
Glazing	Statutory	Initial survey of building to identify areas where safety glazing should be in place. On-going checks that any glazing replacements are with safety glass as required.	Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation Part M
Lifts and Hoists	Statutory thorough examination, full maintenance and Inspection	Every 6 months minimum for passenger lifts Every 12 months for goods lifts. After substantial and significant changes have been made	Lift Operations and Lifting Equipment Regulations 1998
Lightning Conductors	Inspection and testing – best practice.	Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430)	BS 6551, 1992

Outdoor spaces	Risk assessment	Annual review	SafetyMark inspections
Playground & Gymnasium equipment - Fixed	Inspection and Testing – Best practice	Annual	BS 5696, BS 7188, BS7044,BS 1892 Part 1 2003
Radon	Risk Assessment	Annual	Ionising Radiation Regulations 2017.
Shared Premises	Risk Assessment	As required	Regulation 11 of the Management of Health and Safety at work Regulations 1999
Slips and Trips	Risk Assessment	As required	The Workplace (Health and Safety and Welfare) Regulations 1992
Tree Safety	Risk Assessment	Annual and following any works that could have caused damage and high winds	Health and Safety at Work etc Act 1974. Occupiers Liability Act 1957 and 1984

Water Hygiene and Safety (Legionnaires' Disease) – Cold water systems.	Statutory Risk Assessment. Review of plan of pipework and main isolation points. Visual condition and compliance inspection. Statutory annual tank condition and compliance inspection.	Risk assessments reviewed regularly or in any case if there is a reason to believe original assessment is no longer valid. Recommended interval between formal inspections by competent person does not exceed 12 months.	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH). The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice
Water quality	By exception from supply company		
Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems	Visual condition inspection recommended annually. Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc.	Best practice - Annual updating	
Water and Surface Temperature	Statutory water and surface temperature	Determined by risk assessment.	Education (School Premises Regulations) 1999

Workstation Assessment	Analysis of workstation to assess any health and safety risks	Change of employee or relocation of Workstation. Annual review recommended.	Health and Safety (Display Screen Equipment) Regulations 1992
Working at Height	Risk assessment of each activity.	Before work at height task commences.	Working at Height Regulations 2005
Working at Height – safety eyes bolts and cradles	Statutory inspection and testing	Annual	Lift Operations and Lifting Equipment Regulations 1998

- **Asbestos**

Schools that are free from the presence of asbestos must maintain asbestos free premises.

Schools that do have asbestos containing materials on site must:

- Undertake a suitable and sufficient asbestos survey.
- Implement a robust asbestos management plan.
- Check the condition of asbestos containing materials annually.
- Train members of staff appropriately.
- Ensure contractors and others are made aware of the asbestos survey and management plan.

- **Service Contractors**

Service contractors have regular access to our sites as specified by a contract. Each school is to ensure that each service contract they arrange specifies what work is expected of them and what they can expect from the school. Health and safety requirements should be written into any contract. However, statutory responsibility cannot be discharged from one party to another by contract. Clients and contractors both have health and safety responsibilities and these should be clearly defined in the service contract.

Our schools are to ensure they check contractor's risk assessments, safe systems of work and their working methods to confirm they consider how they will impact upon staff, learners and other visitors on site.

Schools are to prepare and provide service contractors with information describing the school's safe systems of work for contractors.

All contractors are to be informed and consulted over emergency arrangements. A copy of the Fire Emergency Evacuation Plan is to be provided to them.

- **Major Building Works**

This involves work where part of the site is handed over to the contractor. Major works may not proceed until the Trust's Senior Management Team is satisfied that all aspects of Construction (Design and Management) Regulations 2015 have been complied with. All major building projects in any Trust school will be overseen by the Head of Estates and Facilities or project managed by an external specialist.

Once major building works have been approved, each school is to arrange on-site meetings with the contractor to ensure effect control and supervision of learners is maintained. The Head of Estates and Facilities will attend these meetings.

- **Small Scale Building Works**

This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.

Schools are not required to restrict their choice of contractors to those who are registered with Contractors Health and Safety Approval Scheme (CHAS) or a similar third- party accreditation. If the contractor is registered to a third-party scheme, the school need only seek references to confirm the contractor has relevant experience of working in a school environment, the field of work they are applying for, appropriate safe child documentation and the method statement for the job being contracted. When a contractor is not registered with a scheme the school must ensure the following additional checks are to be made:

- Review the company's current safety policy, it must be signed and have been reviewed in the last 12 months.
- Determine the arrangements the company has for putting its safety arrangements into effect.
- Confirm the company has access to competent advice by asking for the name and competency details of the source of advice, for example a Safety Group, Trade Federation, or Consultant who provides health and safety information and advice. Review an example from the last 12 months of advice given and action taken.
- Seek evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce.
- Examine qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.
- Ask for evidence of recent monitoring and management response. Copies of site inspection reports.
- Review accident records and action taken to prevent recurrence.
- Check HSE website to confirm no enforcement action has been recently taken against the company.
- Procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.

All contractors must be issued with the school's code of conduct for contractors.

The school's safety procedures must also detail how the contract is to be monitored and reviewed.

- **Slips and Trips**

Each school is to recognise in its documentation that slips, trips and falls are a significant cause of accidents. Safety procedures are to make clear that it is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

The documentation should also identify who the responsible person is for ensuring regular inspection of communal areas including play & sport areas to remove all hazards, obstructions and spillages.

Each school should also have a recognised reporting procedure so that defects or maintenance issues that could cause a person to slip, trip or fall can be promptly resolved.

The documentation should also require all staff to be vigilant and report promptly possible slip and trip hazards where they cannot make safe the hazard.

- **Cleaning**

Each school has in place a detailed cleaning schedule which is monitored by an appointed responsible person. All waste is to be disposed of according to appropriate health and safety guidelines. Where necessary, deep cleaning is to be undertaken on a regular basis. Schools are to ensure:

- Good standards of general cleanliness
- Appropriate waste disposal
- Safe stacking and storage and the correct storage of general equipment such as ladders etc.
- Compliance with COSHH including safe storage & use of substances.

- **Electric Vehicles**

- E-scooters

- Current UK Law does not permit the use of private e-scooters on public land. Therefore, the Trust, as a public sector body, will not permit the use or bringing onto any Trust site of any private e-scooter.
- There are currently trials of authorised e-scooters taking place around the Trust's geographical location. However, these e-scooters are not permitted on any site and must be left in the correct and appropriate storage location designated by the trial provider.

- E-bikes

- The Trust recognises e-bikes are a sustainable mode of transportation to our sites. There is extensive guidance on purchasing, storing, and charging e-bikes.

Access to Trust sites

E-bikes used by staff, pupils, parents, carers and community users must be in safe working order and access to the school site will be at the discretion of the Headteacher. Any e-bikes that have been modified from their original state will not be permitted on any Trust site.

The Trust runs cycle to work scheme for staff where good quality e-bikes can be bought from reputable retailers

Storage of E-bikes

E-bikes can only be stored in designated outside bike sheds and spaces away from any building or flammable material. Under no circumstances should they be stored inside a building.

Charging

Due to the vast array of chargers and batteries available for e-bikes, it is impractical to monitor that all relevant safety measures are met; therefore, no e-bikes are permitted to be charged on any Trust site.

Any deviation from the above will require a full review by a competent fire risk assessor and consultation

with our insurers, the RPA, along with approval from the Trust's Audit and Risk Committee.

Other electric vehicles

No other electric vehicles (except cars) will be permitted on any Trust site. This includes, but is not limited to, powered skateboards, powered unicycles, Segways etc.

Electric vehicle charging points

The procurement and installation of electric vehicle charging points will need approval from the Head of Estates & Facilities and the Trust Executive Leadership Team. Any electric vehicle charging point installed must be capable of being chargeable to the user.

- **Grounds Maintenance**

If ground maintenance tasks are not undertaken by a service contractor, then the school is to ensure all risks have been identified through implementing a robust risk assessment process. Staff employed on ground maintenance work must have received appropriate training on the use of plant and equipment.

- **Snow and Ice Gritting**

Each school is to ensure there are adequate arrangements in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A detailed risk assessment is to have been carried out and an emergency plan developed to determine what type of action needs to be undertaken during adverse weather conditions.

If the task has not been contracted out, schools are to ensure gritting etc. is carried out by a competent person and there is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

- **Infectious Diseases**

Each school is to follow the National Guidance produced by the UK Health Security Agency (UKHSA), which can found on the .gov.uk website: [Managing cases of infectious diseases in schools and other childcare settings](#)

- **Dealing with Medical Conditions**

The Trust's policy refers to the statutory DfE guidance: [Supporting pupils at school with medical conditions](#) which sets out the legal framework for the health and safety of learners and staff.

Responsibility for learners' safety is to be clearly defined within individual care plans where necessary and each person involved with learners with medical needs is aware of what is expected of them.

Each school is to ensure there is close cooperation between the school, parents, health professionals and other agencies. Raised priority is to be given to providing a suitably supportive environment for those learners with special needs.

- **Drug Administration**

It is the Trust's policy that schools accommodate learners with medical needs wherever practicable.

Schools are to make clear in their policy that parents and carers have prime responsibility for their child's health and are to provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed.

- **First Aid**

Current first aid regulations recommend that learning environments treat their learners as employees for the purpose of first aid. Schools are to follow statutory requirements for first aid by providing suitably trained first aid staff, first aid equipment and first aid room in numbers deemed appropriate through careful risk assessment. All schools must complete a First Aid Needs Risk Assessment to ensure appropriate first aid provision is provided.

- **Fire Safety and Emergency Evacuation**

Each school has its own fire policy. The policy must identify the responsible person and others with fire duties together with fire prevention and fire response arrangements. In addition to the policy, each school must have:

- A detailed fire risk assessment.
- A Fire Emergency Evacuation Plan
- Individual Personal Emergency Evacuation Plans for person with disabilities that

- could hinder their safe escape in the event of a fire.
- A schedule of maintenance for Fire Safety Systems and Fire Fighting Appliances

- **Crisis and Emergency Management**

Each school is to have a Crisis Management Team in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. Each school must have a Business Continuity Plan that is reviewed annually or when there is a change in senior personnel in the school.

The function of the Team and responsibilities of the team members are to be clearly laid out in the Business Continuity Plan.

The Team are to test their plans on a regular basis to ensure they are feasible and realistic. Outcomes of tests are to be submitted to the Trust on an annual basis for review.

- **Staff Health and Safety Training/Competence**

Each school is to commit to ensuring that staff are competent to undertake the roles expected of them. Headteachers together with their Heads of Department are to undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered and training records held centrally.

The training need analysis is to be reviewed on an annual basis or on the introduction of new legislation.

Line managers conducting the Performance Management process are to consider health and safety performance and address areas of concern with employees.

- **Supply and Student Teachers**

Each school's expectations are to be made clear to the Supply and Student Teacher through the provision of written instructions for supply and student teachers.

Teachers on supply and student teachers are to be given a copy of the relevant staff and school policies, the Health and Safety Policy and other relevant policies. Agency supply staff should be made aware of the school's emergency health and safety procedures such as fire evacuation.

Headteachers or their delegated representative are responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

- **Volunteers and Parent Helpers**

All schools are to ensure volunteer and parent helpers are subject to their safeguarding arrangements.

Volunteers receive an induction from the designated teacher for child protection and

general health and safety and are expected to sign in and out, wear a visitors' badge at all times and follow the school procedures.

The policy is to clearly state that the teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

- **Staff - New and Expectant Mother**

All schools are to ensure their First Aid Room/Rest Room has rest facilities for expectant and nursing mothers.

Each school should make clear that it is the members of staff who are pregnant responsibility to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.

The documentation must make clear how a new and expectant mother's risk assessment is to be conducted, proposed frequencies of review and where records of the assessment/s are to be maintained.

- **Health and Well Being Including Absence Management**

The Trust will undertake a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress and will have procedures committing them to achieving high standards of health, safety and wellbeing throughout the organisation. In addition, the schools are to provide appropriate staff training so that both managers and staff can recognise and assess situations that may place them under excessive pressure which could lead to developing work-related or non-work related stress.

School guidance is also to discuss both proactive and reactive techniques to remove the stigma associated with stress or other mental health illnesses and set in place reasonable adjustments to develop resilient staff, with a view to developing productive and engaged staff and reducing sickness absence.

The schools should direct staff to the Employee Assistance Programme available to all Trust employees and seek support from the HR Team.

- **Environmental Compliance**

All schools are, as a minimum, to seek to fulfil the Trust's waste management objectives through:

- using only what is needed
- seeking sustainable alternatives where possible
- re-using as much as possible
- re-cycling as much as practicable
- disposing of as little as necessary

- **Disposal of Waste**

Schools are to ensure all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. Appropriate records must be kept.

- **Catering and Food Hygiene**

Each school must ensure all catering contractors have in place:

- A food hygiene management system based on Hazard Analysis and Critical Control Point principles.
- Access to competent health and safety advice.
- A safety policy that explains how the following key topics are monitored, controlled and responsibilities for safety assigned:
 - Safety of learners/employees/kitchen staff.
 - Responsibility for maintenance of premises and equipment.
 - Restricted access.
 - First aid arrangements, including accident/incident reporting.
 - Emergency Evacuation Procedures.
 - Safe systems of work.
 - Lifting and handling heavy and hot loads, liquids etc.
 - Safe use of machinery, equipment and appliances within the areas.
 - Removal of waste.
 - Pest control.
 - Use of knives.
 - Condition of workplace, including floors etc.

- **Children of Members of Staff**

Members of staff are not permitted to bring their children to a school site during term time school hours.

Outside of these hours and during holidays they must get written consent from the headteacher and the H&S Lead for the site to bring their children onto a school site. The staff member is responsible for their children on site and under no circumstances must they be unsupervised.

4. Consultation Process

This policy was developed in consultation with Staff, Trustees and Governors.

5. Relationship with other policies

Lone Working Policy
Policy for Preventing and
Dealing with Violence and
Assaults Towards Staff
Premises Management Policy
Lettings Policy
Educational Visits Policy
First Aid Policy
Minibus Policy
Estates Strategy
Sustainability Strategy

6. Monitoring and Review

The Trust will review this policy annually and assess its implementation and effectiveness.

Trustees/governors will oversee the internal audit arrangements providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been

implemented through:

Scrutiny of all reporting information requested and received

- Identification of any associated risks, trends, underlying or contributory factors
- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
- Making decisions in respect of any proactive and/or mitigating action to be taken
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

7. Diversity, Equity and Inclusion Statement

We are committed to fostering a diverse, equitable, and inclusive environment where every individual is valued and respected. Our policies reflect our dedication to creating a workplace that embraces differences and promotes fairness. We believe that diversity enriches our organization and drives innovation, and we strive to ensure that all employees have equal opportunities to succeed and thrive.

Abbreviations:

ACS	Abbeywood Community School
BCS	Bradley Stoke Community School
CPA	Callicroft Primary School
CRD	Charborough Road Primary School
FHL	Filton Hill Primary School
LGR	Lyde Green Community School
MBK	Meadowbrook Primary School
PCS	Patchway Community School
SLP	Stoke Lodge Primary School
WIN	Winterbourne Academy



Appendix A

Transporting Learners in Your Car

Information for members of staff with children in the school in which they work.

Context

Being a member of staff brings with it responsibilities in terms of conduct, professional behaviour and expectations regarding safeguarding.

The staff **code of conduct** provides detail to staff in relation to this, as does **Safer Working Practice 2022**. In addition, regarding transporting children, the OEAPNG guidance on the use of private cars to transport learners can be found here: [Transporting Young People in Private Cars | \(oeapng.info\)](https://oeapng.info)

Safer Working Practice guidance states the following regarding transporting learners:

- Staff should not offer lifts to learners unless the need for this has been agreed by a manager.
- A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.
- Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort
- Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements.
- They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded
- Staff should never offer to transport learners outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

You can read the full guidance document here: [Professional and Personnel](#)

We recognise, however, that it is completely normal as a parent, who is also a member of staff where their child attends, to offer their friends a lift to and from school; this is part of being a parent.

We do need to make sure that each school holds a record of arrangements when staff members have to transport other children to and from the school.

Therefore, we would kindly request that you provide the following information to the Headteacher:

Information	Check
Names of learners you will be transporting to and/or from school in your vehicle	↗
Evidence that the vehicle is legal and safe Sight of your MOT certificate for the car	↗
Sight of your driver's license	↗
Sight of your insurance policy	↗

A record will be made that you have supplied this information, and it is your responsibility to keep the Headteacher informed of any changes to your vehicle, MOT status or Insurance information, as well as changes to transportation arrangements themselves.