



MARK
Education
Trust

Health & Safety Policy and Procedures

Policy document provenance

Approver:	Trust board
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Reviewer:	Mark Creamer – H&S Link Trustee
Policy owner:	CEO / Trust Executive Headteacher
Policy author(s):	Trust Head of Estates
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Summary of key changes made since last review:	Formatting updates to bring in line with the trust’s policy template. Full revision of policy and process. V1.1 Updated to include pre-school procedures as reflected in local policies.

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed on an annual basis. Should no substantive changes be required at this point, the policy will move to the next review cycle.

Signed: 

Date: 19 January 2026

Executive Headteacher

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1. General Policy Statement

MARK Education Trust (hereafter referred to as “the trust”) believes that the health and safety of all persons within the trust is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

It is the intent of the Executive Headteacher and trust board to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Executive Headteacher and trust board will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the trust. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Executive Headteacher and trust board will undertake to ensure compliance with guidance and updates provided by, but not limited to, the HSE, CLEAPPS, School Bus and IOSH. The Executive Headteacher and trust board will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to any of the trust’s sites. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Executive Headteacher and trust board that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary when any of the following occurs:

- Change of legislation
- Change of roles and responsibilities
- Update or change of associated policies or procedures
- Introduction of new equipment or staff
- Following an accident or near miss

2. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

2.1 MARK Education Trust

The trust in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

To discharge this responsibility, the trust has delegated oversight of health and safety to the Audit and Risk committee, that will:

- a. Ensure that the HSE’s standards and advice is complemented by the trust’s Health and Safety Policy, that procedures are kept up-to-date and that positive arrangements are in place to ensure

- that all staff and students are aware of and comply with its contents
- b. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the trust
- c. Ensure there is adequate provision both in staffing, facilities and resources to allow the trust to meet both its legal and moral obligations with respect to health, safety and welfare
- d. Receive regular reports on health and safety in order to monitor the adequacy of arrangements and take any action necessary; and more frequently should there be the need
- e. Consider information, statistics and reports relating to health, safety and welfare matters.
- f. Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level

The trust must appoint one or more competent persons to help them implement the measures they need to comply with the legal arrangements. The board has appointed Mark Creamer as the competent person for H&S and they will seek advice and support where needed.

2.2 The Executive Headteacher

- a. Ensures that there are Health and Safety Policies and procedures in place and that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents
- b. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the trust
- c. Ensure there is adequate provision both in staffing, facilities and resources to allow the trust to meet both its legal and moral obligations with respect to health, safety and welfare
- d. Receive reports at each meeting from the Health and Safety Committee in order to enable the trust to monitor the adequacy of arrangements and take any action necessary
- e. Ensure all reported health and safety issues are reviewed, and remedial action applied when necessary
- f. Ensure competent health and safety advice and support is available

2.3 Headteacher

Each individual Headteacher has overall responsibility for safety policy, organisation, control and monitoring and arrangements within their school and that preventative measures are maintained, and legal requirements met. Health and Safety duties of the Headteacher include:

- a. Supporting the Executive Headteacher in general duties to ensure the health safety and welfare of employees and others
- b. Act on reports from employees and others on matters of health and safety and reporting back to the H&S Coordinator
- c. Ensure health and safety is taken fully into account in all dealings with the trust and using the competent advice available
- d. Delegate a competent person within their school – Amanda Dennis has been appointed by each individual school
- e. Review the Health and Safety Policy, in conjunction with the Health and Safety Coordinator no less frequently than once every year and when significant changes occur within the organisation of the trust
- f. Make an annual report in conjunction with the Health and Safety Coordinator on safety matters
- g. Ensure, in conjunction with the Heads of Department, that health and safety is considered as an integral part of course syllabus both in the preparation of new course submissions and in their reviews
- h. Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, trust Codes of Practice or health and safety legislation

The Health and Safety Coordinator will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the trust at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law

2.4 The Health & Safety Coordinator

The Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the trust.

The Health and Safety Coordinator will:

- Make a regular report, in conjunction with the Headteacher, other members of the Senior Leadership Team and assisted by the Heads of Departments, on safety matters to the Executive Headteacher and the trust board
- Review the Health and Safety Policy, in conjunction with the Headteacher no less frequently than once every year and when significant changes occur within the organisation of the trust
- Develop, introduce, maintain and review safety management procedures to ensure the trust complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that health and safety is coordinated throughout the trust
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents
- Chair the Health and Safety Committee
- Identify staff training requirements, to allow the trust to comply with legislative and good industry practice that relate to or affect health, safety and welfare
- Ensure that Departmental Inspections are carried out at regular intervals and that necessary remedial action is carried out
- Develop and establish emergency procedures and organise fire evacuation practices within the individual trust sites
- Publicise safety matters
- Liaise with outside bodies concerned with safety and health
- Coordinate and implement regular inspections and four yearly safety audits
- Investigate and advise on hazards and precautions
- Have a full oversight of health and first aid matters
- Ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders
- Make recommendations to the Headteacher for matters requiring immediate attention, e.g. safety reports
- Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation
- Monitor accidents to identify methods of reducing accidents

The Health and Safety Coordinator is responsible, in consultation with the Headteacher for the identification of and the organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular s/he will ensure:

- All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities
- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid
 - Fire and emergency evacuation
- Risk assessments are monitored and reviewed on an annual basis or if there is a change in legislation, personnel or manufacturers' instructions including fire, display screen equipment, manual handling, substances and general risk assessments

- d. Staff receive appropriate training so that they may carry out their work in a safe manner
- e. Sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare

2.5 Educational Visits Coordinator

- a. To be involved in educational visit management to ensure that Offsite Activities and Educational Visits, Regulations and Guidelines are followed
- b. To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment
- c. After discussion with the Headteacher and the trust board to either approve the proposal or submit proposal to the Outdoor Education Adviser (OEA) at County Hall
- d. Ensure that the school's educational visits meet the DfE requirements
- e. To confirm that adequate risk assessments have been carried out
- f. Support the Headteacher in the management of and evaluation of educational visits.
- g. Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers

2.6 Heads of Departments

Each Head of Department is responsible to their SLT Link for the provision of safe working conditions for staff and students and to:

- a. Prepare reports on safety matters for the meeting of the local Health and Safety Committee
- b. Nominate, in conjunction with their SLT Link, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment
- c. Notify Health and Safety Coordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage
- d. In liaison with the Health and Safety Coordinator ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified
- e. Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by the LA e.g. CLEAPSS, BAALPE
- f. Carry out or allocate the undertaking of writing, monitoring and reviewing risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out
- g. In liaison with the Health and Safety Coordinator ensure all portable electrical equipment is tested within the HSE guidelines
- h. Ensure all accidents within the department are recorded in line with the trust policy and inform the Health and Safety Coordinator immediately to investigate reports of accidents and dangerous occurrences in designated areas
- i. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- j. Identify staff development requirements with reference to health and safety
- k. Attend to defect reports and recommendations from the Headteacher and the Health and Safety Coordinator
- l. Budget for safety equipment for their designated areas
- m. Circulate publicity relating to safety matters to staff within their control

2.7 Teachers

Teachers are responsible to their Head of Department for the immediate safety of the students in their classroom, laboratory or workshop. Nominated teachers are responsible for classrooms, laboratories and workshops and their 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.

Additionally, each teacher will:

- a. Follow safe working procedures personally

- b. Give adequate safety information in lessons as required
- c. See that special working procedures, protective clothing and equipment, etc., are provided and used where necessary
- d. Attend to general tidiness in the work area.
- e. Ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary
- f. Report defects to the Health and Safety Coordinator and make recommendations to their team leader where necessary
- g. Ensure all accidents are reported to Welfare for recording on SIMS and the completion of an Accident/Incident/Violence Report form on PARAGO where necessary

2.8 Technician/Teaching Assistant

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise, their line manager.

Additionally, the technician/ teaching assistants will:

- a. Follow safe working procedures personally
- b. Be familiar with the general and safety rules that apply to their area of work
- c. Maintain good housekeeping standards
- d. Report defects to their line manager or Health and Safety Coordinator

2.9 Welfare Officer

The Welfare Officer at each school is responsible for ensuring the effective support of health and welfare issues within the individual school site and in particular:

- a. To be responsible for ensuring that student or visitor illness/injury is attended to and monitored appropriately, referring students, in discussion with parents, to their own doctor or hospital as appropriate
- b. To be responsible for the maintenance of the school's medical rooms and equipment, reporting any issues or defects to the Health and Safety Coordinator via the established line management structure
- c. To be responsible for the monitoring of first aid equipment and boxes on the school site, ensuring that first aid boxes are fully always stocked with supplies that are within their expiry date and that equipment is in working order
- d. To ensure the necessary records are maintained relating to accidents associated with the work of the trust in conjunction with the Health and Safety Coordinator

2.10 Admissions Officer

- a. To monitor student health records prior to entry and to report/advise the Student Support Department of illnesses that needs to be brought to the attention of specific staff (e.g. epilepsy)

2.11 Work Experience Co-ordinator

Each school's Work Experience Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of their programme, are not subject to unacceptable risks and they will ensure that:

- a. All work placement providers are assessed prior to use for the first time
- b. Monitoring arrangements are in place to ensure standards are maintained
- c. Assist in the assessment of placements where there are causes of concern
- d. Ensure risk assessments are carried out for young people employed by or on work experience placement with the school

2.12 Managers within Support Departments

Each manager is responsible to their line manager for the provision of safe conditions for staff, students and visitors and in particular:

- a. Attend to defect reports and recommendations from the Headteacher, Head of Estates, staff, Safety Representative and Health and Safety Coordinator
- b. Conduct regular inspections of their area of responsibility and report or rectify hazards identified

- from those inspections
- c. Budget for safety equipment for their area of responsibility
- d. Instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility
- e. Ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented, and that appropriate action is carried out
- f. In liaison with the Health and Safety Coordinator ensure all portable electrical equipment is tested on a regular basis
- g. Ensure all accidents within the area of responsibility are recorded on PARAGO via the Welfare Officer.
- h. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place

2.13 The Site Supervisor in liaison with Head of Estates

Each school's Site Supervisor will ensure that:

- a. Reports on health and safety matters with respect to the school buildings and grounds are prepared and presented to the school's Health and Safety Committee termly, and a summary report circulated to the Audit and Risk Committee six times a year
- b. Safety procedures are developed and adhered to for operations carried out within the trust by staff and by outside contractors under their control. They must ensure work complies with the Construction (Design and Management) Regulations 2015.
- c. Undertake termly premises inspections and keep records of any faults identified and remedial action taken and when
- d. Keep records of hazards identified on site by staff and the remedial action taken and when.
- e. When liaising with contractors, assume the duties as outlined in 2.16 below
- f. Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- g. The provision and maintenance of all 'fire' equipment, including liaison with the local Fire and Rescue Service regarding the maintenance of all school fire certificates and for the preparation and review of Fire Risk Assessments
- h. Arrange the testing of portable electrical appliances throughout the school via an external approved company.
- i. Defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Coordinator are attended to
- j. All accidents within the area of responsibility are recorded in line with the trust policy
- k. Equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place

2.14 Trade Union Safety Representatives

The safety representatives will, where appointed:

- a. Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- b. Investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- c. Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
- d. Receive information from inspectors
- e. Attend meetings of Health and Safety committees to which he/she is elected
- f. Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where substantial changes occur in work conditions.

2.15 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the school should bear in mind that they have a

responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment, which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Head of Estates and Site Supervisor for him/her to rectify or failing that, reporting to the Health & Safety Coordinator.

Staff must ensure that contractors arriving at the site report to Reception and a nominated person ensure that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work from the Site Supervisor or the Health and Safety Coordinator. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the trust to implement the LA Policy on Asbestos and the Management of Contractors.

All appointed contractors must be approved for their industry and produce relevant risk assessments and method statements that are site and job specific. Generic risk assessments will not be sufficient.

2.16 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper observation of trust rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school. All staff to refer to the staff handbook for guidance.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) *to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) *as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions,'

2.17 Students (See also Behaviour Policy)

Each student is responsible for their personal safety and that of their peers by proper observation of school rules and procedures.

Each student will:

- a. Observe standards of dress and behaviour appropriate to the school environment – please refer to staff handbook.
- b. Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious
- c. Not wilfully misuse, neglect or damage things provided for safety
- d. Observe rules highlighted in the Students' Safety Policy

3. The Health and Safety Committee's

Each school's Health and Safety Committee, representing the various groups within the school, is comprised of:

- Headteacher – Secondary and Primary
- **One member of the school's Local Governing Committee**
- Health and Safety Coordinator (Chair)
- Head of Department - Tech / Science /Engineering / PE / Art
- Deputy headteacher
- Head of Estates
- HR Manager or representative

- Chief Finance Officer or representative

Where possible, efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.

3.1 Overall Function and Objective

To provide effective communication and consultation between management, employees, and the trust board (delegated to the Audit and Risk Committee), in order that the health, safety and welfare policy is properly maintained and developed. This is achieved through reporting to the trust's Audit and Risk Committee, twice a year.

3.2 Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the committee generally and to make recommendations/observations to the Audit and Risk Committee accordingly.
- To consider and make recommendations to the Audit and Risk Committee regarding individual health and safety problems, which have not been resolved at operational management/ safety representative level, or at section level.

Note: Each school's Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the committee, any representative is free to take the matter up with the audit and risk committee through their staff representative.

- To develop policy to improve and maintain health and safety issues for staff and students
- To ensure the implementation and maintenance of effective safety rules and practices at departmental level
- To ensure effective communication regarding health, safety and welfare matters

4. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. Each school should have its own written procedures.

4.1 Crisis Management Team

- The Executive Headteacher
- Headteacher – Secondary and Primary
- Chair of trustees
- Deputy headteacher
- Assistant headteachers
- Marketing and Communications Manager
- Site Supervisor
- Executive PA to headteacher
- Behaviour, Safeguarding and Welfare Manager
- Head of Operations
- Head of Estates
- Head of IT
- Head of HR

4.2 Function of the Crisis Management Team

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and

communicating these to all employees of the organisation.

- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To review the crisis management plan annually or as and when there is a change in job roles to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.
- Coordinate staff training and implement regular drills with students as detailed in the recently implemented Martyn's Law Bill

5. General Procedures Relating to Emergencies on a school site

The summoning of emergency services is via the Head of Estates or Site Supervisor. The remainder of the Crisis Management team will be contacted via the procedures detailed in their individual Emergency Plans.

Out of hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

6. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Police, LA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site or identify any suspicious packages/items must immediately inform the Headteacher or a member of senior management in their absence.

7. Fire Procedures

Each school should have its own written emergency evacuation procedures as well as an updated fire risk assessment and defined fire related site checks.

The Headteacher (or another member of staff as directed by the Headteacher) will organise practice evacuations termly to be reported and discussed at the Health and Safety Committee Meetings.

The fire alarm will be tested weekly.

The P50 extinguishers will be tested as part of an annual in-house maintenance regime. The extinguishers will be serviced every 10 years and recharged as necessary. All extinguishers will be replaced after 20 years. All other types of fire extinguishers will be serviced annually by an external provider. This contract will be monitored via site inspections. Any faults must be reported to the Head of Estates for immediate attention. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Each teacher must know the correct route for evacuating the class which they are teaching, green running man signs will define the quickest route. There must always be clear access to escape routes. Teachers will be responsible for evacuating volunteers, helpers or other visitors to their classrooms in times of emergencies. Any toilets near your classroom must be checked on the way out of the building.

Any student with special needs must be given consideration as to whether a Personal Emergency Evacuation Plan (PEEP) is required. This will be devised by the Welfare Assistant.

8. First Aid Arrangements

Each school will have an up to date First Aid Policy which should be adhered to by all staff, students, visitors and contractors.

Selected staff will be trained in First Aid at Work, Emergency First Aid at Work or Paediatric First Aid depending on their role. All first aiders will receive refresher training every 3 years.

Suitable first aid kits will be situated where appropriate (as designated by each school's Welfare Officer)

Employees will be informed about their school's first aid arrangements during their induction process.

Each school's Welfare Officer will be responsible for regularly checking and restocking the first aid kits onsite.

The named first aiders for each school are detailed in the Appendix B and also in the individual school First Aid policies and procedures.

Parents will be expected to inform their school if their child has an allergy and a list of any such students will be made available to all first aiders.

Each school will have a clear policy and procedure for the management of first aid. In the event of an accident, if the parents (and nominated contacts) are unavailable it may be considered wise to send the student to hospital. In these cases, the student will be accompanied by a member of staff.

Accidents/incidents and near misses will be logged on the individual school accident reporting system for monitoring, review and to identify trends.

9. Welfare information

9.1 Welfare Information for all Staff

If a student reports to a member of staff that they are feeling unwell, they should be immediately escorted to the Welfare Room for assessment.

Students sent to Welfare must be accompanied by another student, who should relay a message from the member of staff who has sent the student. If you are unable to send another student, please call SLT/Duty member of staff for assistance. **Primary school students** will inform their teacher they are unwell and then make their way to reception to see the first aider. **Pre-school students** will be cared for within the pre-school and parents contacted as necessary. All other details are the same.

If a person is injured or ill away from the Welfare Room and there is a need to summon first aid assistance, the correct information about the incident must be relayed in the message to the Welfare Room. This should include:

- The casualty's name and tutor group if relevant.
- The exact nature of the problem or injury
- Whether the casualty is or has been unconscious
- Any other relevant information.

It is vital that the correct details are given.

Staff who are not qualified first aiders should not attempt to attend to the casualty but must wait for a qualified first aider to arrive. If the person is unconscious, then they should not wait for the first aider to arrive but must call an ambulance immediately. If you have requested first aid assistance, then please do not allow the person to leave until they have been seen by the first aider. Science teachers and technicians should carry out immediate response measures for burns etc. and not wait for a first aider to attend.

9.2 Accidents

In the event of an accident the following procedure must be followed:

- Render any equipment inoperative
- Summon assistance
- Ensure follow-up treatment is carried out by reporting to the qualified First Aider

- If the accident is of a minor nature the casualty should be escorted to the Welfare Room for treatment

9.3 Serious Welfare Incidents

If a student receives a blow to the head, the parents should be informed immediately. Parents should decide if the student stays in school or needs medical attention. If the parents cannot be contacted, advice should be sought from the duty member of Senior Leadership Team.

Accidents/incidents (near misses) should be recorded and reported to the Health and Safety Coordinator via the individual school's accident reporting system. The Health and Safety Coordinator will ensure that all accidents/reports are reviewed and investigated as necessary.

The trust views accident investigation as a valuable tool in the prevention of future accidents/incidents. In the event of an accident resulting in any injury other than a minor injury, or a significant incident which may have resulted in a serious injury, the accident will be investigated by the Health and Safety Coordinator with the following information.

- The circumstances of the accident/incident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained where applicable
- The identity of any eyewitnesses along with statements
- The time and location of the incident
- The date of the report

The individual school procedures for accident reporting must be followed.

Any situation where a student has received a non-accidental injury must be referred to a Head of Year or the duty member of Senior Leadership Team.

A member of Student Support Staff or Senior Leadership Team will arrange for witness statements to be taken, if considered necessary.

The incident must be logged on the school management system as a cause for concern' and will be investigated if deemed necessary by the Health and Safety Coordinator.

9.4 Procedures for transporting a student to hospital

No student may be sent to hospital unless accompanied by an adult.

Every effort should be made to contact parents or carers in time for them to accompany the casualty or meet the ambulance at the hospital; but removal should not be delayed on this account.

Where a student is sent to hospital before parents have been informed the Student Support Department must be made aware of this and the Welfare Officer will continue trying to contact the parent.

Where an accompanying member of staff is delayed at the hospital pending parental arrival, emergency cover must be arranged by the Head of HR.

Where necessary, eventual recovery to school for a member of staff accompanying a patient can be by taxi and reimbursement claimed in the usual way.

Where time permits the casualty should be accompanied to hospital by a written report of the circumstances to assist diagnosis and treatment, and a printout of the student's medical history can be obtained by the Welfare Officer from the Schools Management System and/or their Individual Health Care plan if applicable.

Where appropriate, COSHH product safety data sheets may also be required. However, evacuation should never be delayed by the absence of any of these purely supportive documents.

9.5 Accident and Injury Reporting

All injuries to students which come to staff attention, no matter how slight, must be recorded on the school management system and in the First Aid Record Book and/or on the Health and Safety Incident/Accident/Violence Report Form found on incident reporting system depending on the severity and circumstances.

All staff must report any accident involving themselves, visitors or volunteer helpers. Details must be recorded in the First Aid Record Book and on the school's Health and Safety Incident/Accident/

Violence Report Form found on the incident reporting system if applicable. The Health and Safety Coordinator should be notified of any "near misses" and the Near Miss Report Form found on the incident reporting system should be completed.

All accidents will be investigated, and risk assessments will be amended and updated to prevent re-occurrence.

As each school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive it is important that The Health and Safety Coordinator is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

The Health and Safety Coordinator will monitor the accidents to identify trends. Certain serious injuries, accidents or dangerous occurrences may need to be reported to the trust's insurers, and it is important that the Chief Finance Officer is notified at the earliest opportunity.

The Health and Safety Committee will also receive information on accidents on a termly basis and this will also be reported to the Audit and Risk Committee regularly.

The Health and Safety Coordinator will monitor the accidents to identify trends.

9.6 Medical Conditions and Allergies

Parents will be expected to inform the school if their child has a medical condition or allergy. The welfare team must be contacted, and the information will be recorded on the Schools Management System. Dietary allergies can also be updated via the child's EduLink account.

Parents are also expected to work with the school to develop an Individual Health Care Plan should their child's medical condition identify this as necessary to support their medical condition. See the individual school's Supporting Students with Medical Conditions Policy. It is the parent's responsibility to update their child/ren's medical details with the school as and when they change.

Students are responsible for speaking to the catering team regarding any dietary allergies they may have when purchasing food, the catering team are happy to help.

Medication held in the welfare rooms must be supported by the necessary documentation. No child will be given any prescription or non – prescription medication without written parental consent. See the individual school's Supporting Students with Medical Conditions Policy.

10. Administration of Medicines

Only staff who have attended the Administration of Medicines training are able to administer medicines. A record of what has been given must be kept. It is important to stress that children should not be at school if they are unwell and if possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received by the school. If a child arrives at the school with medication and no written instructions or authorisation, telephone authorisation will be accepted for one day only.

Drugs to be given should be sent to the school as a single dose, wherever possible, clearly marked with the name of the child. They will be stored securely.

11. Health Issues

11.1 Smoking

To reduce the risk to health from passive smoking, there is a No Smoking Policy in force across all the schools in the trust. **The same applies to vaping.**

11.2 Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the trust and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long-term solution. For help contact the trust's HR Department who can provide details of the counselling support service.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication, please inform your line manager so that additional arrangements may be made to safeguard you while at work.

11.3 Stress

Stress has been shown to result in "physical symptoms" such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However, it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert, and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects, it may be having on your health then do not hesitate to discuss these with your manager. If you do not wish to discuss a particular problem with your line manager, then the counselling service is available to staff. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent.

11.4 Staff who are Pregnant

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Female staff (full and part-time) are required to inform their Line Manager and the HR Department as soon as possible and in writing when pregnancy has been confirmed.
- The Health & Safety Coordinator will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of this will be kept and will be reviewed if circumstances surrounding the pregnancy alters in any way.

12. Risk Assessments and Guidance Notes/ Codes of Practice

12.1 Specific risk assessments are required for activities involving fire, manual handling, chemical substances used in science practical experiments, and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held on Staff Shared folders.

The following staff will complete risk assessments for the areas highlighted below:

- Site Head of Estates
- Curriculum Curriculum Co-ordinators
- Off-site Visits Group Leader
- Individual/specific Heads of Departments

Risk assessments will be evaluated using the 5 x 5 risk assessment matrix with likelihood against severity determined on a level of 1-5. The risk priority rating is assessed as; H = High (scores 16-25), M = Medium (scores 9-15), L = Low (scores 1-8). Any hazard which is rated as High will need to be eliminated or additional control measures adopted to minimise the risk. Manual Handling and Working at Height risk assessments must be task specific and completed individually for each activity undertaken.

12.2 Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education and Skills are available online. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

Departmental Codes of Practice	DES Safety Series Booklets
Physical Education	Safety in Outdoor Pursuits
Craft Design & Technology	Safety in Practical Departments
Science	Safety in Physical Education
Caretakers and Cleaners	Safety in Science Laboratories
Drama	
Woodworking Machinery	
Use of Mobile Scaffolds	

12.3 Departmental Health and Safety Policies

Within the trust, activities, processes or equipment which require safe working procedures, and which are not referred to in the documents mentioned in paragraph 12.2 are featured within Departmental Health and Safety policies.

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the trust policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department.

13. Specific Hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this trust are detailed below along with the safe procedures put in place to manage the risk.

13.1 Display screen equipment (see also individual School Display Screen Equipment Procedures)

All staff who use PCs over the period of one hour at any one time must complete the Workstation Assessment Checklist to be returned to the DSE Assessor.

DSE 'users' are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school.

13.2 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked in accordance with the HSE guidelines, and a record is kept for reference. Site services are responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for planning for the equipment to be accessible.

Staff members are asked not to bring in their own appliances. Damaged, faulty or broken appliances are never brought in or used. Staff members take their appliances home at the end of the day.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Head of Estates immediately.

The Head of Estates must be aware of and approve the use of any item being brought into the trust by a member of staff, volunteer or a student.

13.3 Machinery and Equipment

There is a list of all equipment owned by the trust and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Head of Department guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturer's instructions are not available, the Head of Department, as appropriate, will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

13.4 Manual Handling

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by students, but they must be given clear instruction in the correct way to lift and handles items. There must always be at least 2 students per piece of equipment or mat. Close supervision is always appropriate.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be considered where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

The Health and Safety Coordinator will ensure that the necessary risk assessments for manual handling tasks are completed. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

To manage these risks, appropriate policies and procedures have been adopted.

13.5 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards because of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom.

It the responsibility of all staff to ensure that all areas have clear traffic routes and that exit routes are kept clear. Site staff will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc.

Site staff will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Coordinator. It is the duty of all staff to be vigilant and aware of possible hazards.

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

13.6 Violence at Work

All staff must report to the Health and Safety Coordinator any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Health and Safety Coordinator who will in turn report to the HR Manager and Head of School.

13.7 Off-site Visits

Each school has a separate policy on off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the individual school policy and LA policy on educational visits.

13.8 Hazardous Substances

Responsibility for implementation of the COSHH Regulations and for their annual review and (where necessary) updating has been delegated to Heads of Departments where technical considerations so require. The Heads of Departments concerned are those for DT, Art, Science, Reprographics and the Site Manager.

The law requires that any substance used in the trust must have a product safety data sheet and be purchased from a reputable source, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

The Head of Science is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, considering the advice on the relevant Hazards. The storage life will be considered by science technicians. All COSHH and ionising radiation regulations will be adhered to.

Dust and fumes will be safely controlled by local exhaust ventilation regulations. Control measures will be put in place to limit workplace exposure.

A record of the arrangements currently in force will be maintained by the Health and Safety Coordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time. Unwanted or surplus chemicals and materials will be disposed of by a registered waste carrier.

Any colleague unsure of their position in relation to the COSHH Regulations may consult the Health & Safety Manager.

All colleagues have a statutory duty to assist the Head of Estates in the observance of these Regulations.

13.9 Radiation

The Science Department holds a selection of radioactive substances. A Radiation Protection Officer has been nominated within each school along with an independent Radiation Protection Adviser. The role of the Radiation Protection Officer is to ensure that the school complies with the Ionising Radiations Regulations 1999. Further information is contained in the Science Department's safety policy.

13.10 Pressure Systems

All pressure vessel systems in the school will be listed on the inventories of the departments concerned.

All pressure vessel systems in the school will be subject to annual inspection by an approved contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Coordinator and must be consulted prior to any inspection.

13.11 Noise at Work

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, students and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the Health and Safety Coordinator.

13.12 Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. Please refer to each school's letting policy for further information.

13.13 Working at Height

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Risk Assessments. Staff members are required to read and confirm they have read and understood the document, prior to being allowed to work at heights.

13.14 Lone working

Policy and procedures concerning employees' lone working are addressed in the Lone Working Risk Assessment. Staff members are required to sign statements confirming that they have received, read and understood the relevant risk assessment, prior to being allowed to undertake lone working.

13.15 Intimate Care – Pre-School Cleaning Procedures

In a pre-school setting, intimate care procedures are essential to ensure the safety and hygiene of children. Key cleaning procedures to follow:

- Ensure all staff wash their hands thoroughly before and after changing a child. Use antiseptic handwash and disinfect surfaces to prevent the spread of infection.
- Use clean, disposable aprons, gloves and wipes for each child. Dispose of these items in specific, clean and safe bins.
- Provide a clean, comfortable environment for children to use the toilet. Encourage children to use the toilet independently as much as possible.
- Maintain privacy during intimate care tasks and ensure that children are not left alone in the changing area.
- Regularly review and update the intimate care plan with the child's parents to ensure it meets their needs and preferences. These procedures are designed to protect children's dignity and privacy whilst ensuring their safety and hygiene.

14. Use of Minibuses and Other Vehicles

Please refer to the separate individual school minibus policy.

14.1 The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

Eligibility to Drive – All drivers must:

- Aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction.
- This minimum age is reduced to 23 for teachers appointed to teach physical education.
- Be authorised by their line manager to drive a minibus.
- Have passed a Minibus Driver Training and Assessment.
- Staff driving a minibus lite will only be required to complete the Driver Assessment and can do so using a car 'B' category licence.

14.2 Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 5 mph is imposed on vehicles on the campus. Drivers of all vehicles, whether car or motorcycle must not drive carelessly or inconsiderately on any occasion.

14.3 Procedures are in place to notify the Site Supervisor of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

15. Training and Information

Every member of staff will have a copy of this Health and Safety Policy and will complete an induction programme to ensure that they are informed of key information.

The Health and Safety Coordinator will:

- inform staff of any changes in the policy
- assess the training requirements of the staff and integrate those needs onto the trust development plan to inform trustees
- assess the training needs of new members of staff

If any member of staff feels the need for training, they must alert the senior management team. First aid training refresher courses are booked in advance of expiry date. There is a grace period of one month following expiry for the training to be completed.

Each school has a supply teacher's pack, and this will be issued to all supply staff that includes health and safety information.

16. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with each school's Local Governing Committee by the following:

- SLT will include health and safety as part of the agenda of their regular meetings
- A regular agenda item at LGC Meetings
- the Audit and Risk committee will have health and safety as standing agenda item

16.1 Inspections

To maintain and improve health and safety standards throughout the trust, site inspections will take place three times a year and records kept. The trust will be inspected by a designated trustee, the Head of Estates, Supervisor and the Health and Safety Coordinator.

16.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, there should be a health and safety audit every 4 years. The action points identified through the audit will form part of the trust development plan.

17. Construction/maintenance of the premises

17.1 When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

17.2 Construction work means:

- The carrying out of any building, civil engineering or engineering work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

17.3 The Head of Estates will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

17.4 The Head of Estates and Site Supervisor will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

17.5 The Head of Estates will ensure that:

- The principal designer and principal contractor are provided with a ‘client brief/CDM pre-construction information’ at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Hazards such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of nearest A&E department
- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has planned for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the site manager, kept up to date by the health and safety co-ordinator, and is made available to anyone who needs to alter or maintain the building.

17.6 The Head of Estates and/or Site Supervisor will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.

17.7 Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

18. Visitors

The Health and Safety Coordinator, Headteacher and trust board must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the reception and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Health and Safety Coordinator will ensure that volunteers have the necessary safety information.

19. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Health and Safety Coordinator on any relevant health and safety matters.

20. Record Keeping

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records in each school, and where they are kept.

Produced and kept by: -

Records of: -

Accident on Site	Welfare and Site Dept.
First Aid administered	First Aiders & Appointed Persons
Medicines administered	Welfare
Risk Assessments	Head of relevant Departments and Site Dept.
COSHH Assessments	Head of relevant Departments and Site Dept.
Electrical Tests	Site Department
Maintenance of machinery and equipment	Approved contractor and Site Dept
DSE Assessments	DSE Assessor
Manual Handling Assessment	Heads of relevant Departments and Site Dept.
Training of staff & students	H&S Coordinator
Violent incidents	Staff involved in incident / Site
Testing of Equipment	Contractor and Site Dept
Accident Investigations	Staff involved in accident and Site Dept
Noise Assessments	Contractor and Site Dept
Pressure Systems	Contractor and Site Dept
Monitoring Reports	H&S Coordinator

21. Asbestos Management

It is the policy of the trust to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any Asbestos Containing Materials (ACM's) that may be present within the premises. This includes students, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises. The school's Asbestos Policy conforms with the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2006. The policy and procedures will apply to all buildings and all individuals therein, without exception. The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation. Each school must have an external asbestos survey completed for the premises and staff will be informed of the locality of any ACMs within the school.

The trust recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation. Schools will make use of information gathered from the asbestos survey that identifies the location, type and condition of ACM within the premises. Such information will be recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release. Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM. Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed.

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically reinspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method. All work involving such

materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work

22. Severe Weather

- 22.1** The Headteacher in liaison with the Executive Headteacher and chair of the local governing committee, will decide on school closure on the grounds of health and safety.
- 22.2** If a closure takes place, the chair of trustees will be promptly informed.
- 22.3** Each school will have its own written procedures to follow during adverse weather which are published on their website.

23. Personal Protective Equipment (PPE)

PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards. The school will provide employees and students who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and students will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes protective laboratory and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. school uniform, does not constitute PPE.

Thorough risk assessments are carried out by the health and safety coordinator to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis or as and when required.

Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

24. Near Misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety coordinator as soon as possible and documented on a 'near miss form' found on the school's accident reporting system for inclusion in the H&S Committee Meetings.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety coordinator and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

25. Health and Safety Policy Review

The trust acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The trust will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking approval from the Board of Trustees.

APPENDIX A

List of Useful Contacts - Beacon Academy

Health and Safety Coordinator	Amanda Dennis Ext 2011
Health and Safety Trustee	Mark Creamer
Educational Visits Co-ordinator	Ellie Owens Ext 2005
Welfare Officer	Maureen Tibbutt ext. 2285
First Aiders	See Appendix B.
Person responsible for reporting Accidents/incidents	Amanda Dennis ext. 2011
Head of Estates	Amanda Dennis ext. 2011
Work Experience Co-ordinator	Katie Richardson ext. 2006
Trade Union Safety Representatives	None
Radiation Protection Officer.	Amy MacDonald
Head of Tech	Katie Balmer ext. 2296
Head of Science	Amber Cumpstey ext. 2233
Head of PE	Paul Cottrell ext.2191

List of Useful Contacts - Uplands Academy

Health and Safety Coordinator	Amanda Dennis ext. 2011
Health and Safety Trustee	Mark Creamer
Educational Visits Co-ordinator	Ellie Owens Ext 2005
Welfare Officer	Jennifer Ramos Ext 6022
First Aiders	See Appendix B.
Person responsible for reporting Accidents/incidents	Amanda Dennis ext. 2011
Head of Estates	Amanda Dennis ext. 2011
Work Experience Co-ordinator	N/A
Trade Union Safety Representatives	None
Radiation Protection Officer.	Sam Dwyer
Head of Tech	Alice Thunstrom
Head of Science	Alice Richardson
Head of PE	Stephen Doe

List of Useful Contacts - Hailsham Academy

Health and Safety Coordinator	Amanda Dennis
Health and Safety Trustee	Mark Creamer
Educational Visits Co-ordinator	Ellie Owens Ext 2005
Welfare Officer	Charlotte Longhurst/Meike Jones/ Emma Dyer/Sarah Payne Ext 1254
First Aiders	See Appendix B.
Person responsible for reporting Accidents/incidents	Amanda Dennis
Head of Estates	Amanda Dennis
Work Experience Co-ordinator	Emma Furlong Ext 1269
Trade Union Safety Representatives	Laurence Marshall Ext 1353
Radiation Protection Officer.	Graham Dann Ext 1208
Head of Tech	Emily Hall/Emma Andrews Ext 1245/1242
Head of Science	Graham Dann Ext 1208
Head of PE	Max Dyer Ext 1224

APPENDIX B

Beacon Academy LIST OF CURRENT FIRST AIDERS – September 2025

Name	Start date	Expiry date	Link Department
Carly Wells	10/06/2022	10/06/2025	Student Support
Kyla Webb	03/03/2023	02/03/2026	Duke of Edinburgh
Joe Gray	03/07/2023	03/07/2026	Site Services
Pippa Buckingham	03/07/2023	03/07/2026	HR
Melinda Spearman	03/07/2023	03/07/2026	LD and Humanities
Sarah Northwood	03/07/2023	03/07/2026	Student Intervention Facility
Charles Howarth	03/07/2023	03/07/2026	Sixth Form
Ashleigh McCormack	27/11/2023	27/11/2026	Student Support Services
Rob Hutchison	03/07/2023	03/07/2026	Sixth Form
Richard Arthur	03/07/2023	03/07/2026	Humanities
Dylan Whittaker	01/02/2024	01/02/2027	Maths
Jane Prowse	03/05/2024	03/05/2027	Student Support Services
Richie Finnis	03/05/2024	03/05/2027	Site Services
Gary Williams	03/05/2024	03/05/2027	Sixth Form
Owen Rees	03/05/2024	03/05/2027	Humanities
Sally Winter	14/05/2024	14/05/2027	Tech
Maureen Tibbutt	14/05/2024	14/05/2027	Welfare
Sarah Pollard	14/05/2024	14/05/2027	Student Support Services
Owain Summers	14/05/2024	14/05/2027	Site Services
Peter Hall	15/07/2024	15/07/2027	SLT
Amber Cumpstey	09/07/2024	09/07/2027	Science
Ruthanne Burrage	11/07/2024	11/07/2027	Maths
Carla Urquhart	30/07/2024	30/07/2027	Humanities
Michelle Walters	11/07/2024	11/07/2027	Sixth Form
Katherine McCorry	10/07/2024	10/07/2027	MFL
Hayley Barnes	04/07/2024	04/07/2027	Food Tech
Angela Clifton	25/07/2024	25/07/2027	MFL
Katie Evans	24-Oct-24	24-Oct-27	Science
Ellen Graham-Snell	5-Nov-24	5-Nov-27	MFL
Sabrina Allcorn	15-Nov-24	15-Nov-27	Governance
Bea Campbell	8-Jul-25	8-Jul-28	LD
Dannii Hilder	8-Jul-25	8-Jul-28	PE
Denise Draper	15-Jul-25	15-Jul-28	Science
Kate Jones	15-Jul-25	15-Jul-28	Science
Karn Broad	15-Jul-25	15-Jul-28	Performing Arts
Rachel Alvares	17-Jul-25	17-Jul-28	Student support
Susie Vale	20-Jul-25	20-Jul-28	Student support
David Lomas	18-Jul-25	18-Jul-28	Site Services
Sarah- Jane Jeffery	9-Aug-25	9-Aug-28	Student support

Uplands Academy LIST OF CURRENT FIRST AIDERS – September 2025

Name	Start date	Expiry date	Link Department
Ciara Buckley	09/02/2022	02/09/2025	PE
Tania Kemp	03/07/2023	03/07/2026	Science
Luke Gander	03/07/2023	03/07/2026	Student Support
lucy Whelan	18/04/2023	18/04/2026	Drama
Kim Barr	03/07/2023	03/07/2026	Student Support
Kate Hopkins	03/05/2024	03/05/2027	Humanities
Chloe Huxford	13/09/2024	13/09/2027	Humanities
Sue Tree	23/09/2024	23/09/2027	Science
Cheryl Garner	03/05/2024	03/05/2027	Science
Nicola Evans	03/05/2024	03/05/2027	Sports Centre
Jennifer Ramos	24/05/2024	24/05/2027	Welfare
Claire Hall	23/09/2024	23/09/2027	Food Tech
Jennifer Baker	23/09/2024	23/09/2027	DT
Alex Cloves	23/09/2024	23/09/2027	Sports Centre
Louise Harrison	24/09/2024	24/09/2027	Admin
Max Eley	20/01/2025	20/01/2028	Maths
Adam Hinchcliffe	21/01/2025	21/01/2028	Sports Centre
Emily Leader	19/02/2025	19/02/2028	Music
Michelle Dielt	18/06/2025	18/06/2028	Student Support
Susan Wattes	16/07/2025	16/07/2028	Reception
Marcello Rabson-Alves	06/09/2025	06/09/2028	Site
Karine Kendon	23/11/2025	23/11/2028	LD
Liz Lord	01/01/2026	01/01/2029	Student Support

Hailsham Academy LIST OF CURRENT FIRST AIDERS – September 2025

Name	Start date	Expiry date	Link Department
First Aid at Work			
Emma Dyer	3-May-25	3-May-28	Welfare
Meike Jones	29-Nov-23	29-Nov-26	Welfare
Charlotte Longhurst	20-Feb-24	20-Feb-27	Welfare
Amelia Franks	18-May-23	18-May-26	Geography
Jess Harman	1-Nov-24	1-Nov-27	History
Liz Price	20-Feb-24	20-Feb-27	SSCO
Hannah Bartley	31-Jan-23	31-Jan-26	Student Support
Claudia Thomas	4-Nov-24	4-Nov-27	Science
Sarah Christmas	17-May-24	17-May-27	Science
Katie Madgett	12-Mar-25	12-Mar-28	Forest School
Joceline Gillett	09-Jul 25	09-Jul 28	Primary
Eleni Soares-Bartlett	15 Jul 25	15-Jul 28	Primary
Vicky Barrett	15 Jul 25	15-Jul 28	Primary
Paediatric First Aid			
Carol Arno	9-Oct-24	9-Oct-27	Primary
Joceline Gillett	17-Apr-23	17-Apr-26	Primary
Amber Rochester	24-Jun-24	24-Jun-27	Primary
Julie Claydon (Pre school Deputy)	24-Jun-24	24-Jun-27	Primary
Hannah Bartley (AHOY)	31-Jan-23	31-Jan-26	Primary
Victoria Ansell TA	21-Nov-25	21-Nov-28	Primary
Lizzie Axell TA	21-Nov-25	21-Nov-28	Primary
Michaela Bajkova TA	24-Jun-24	24-Jun-27	Primary
Alex Barber TA	2-Nov-24	2-Nov-27	Primary
Victoria Barrett TA	21-Nov-25	21-Nov-28	Primary
Louise Belmore-Child TA	24-Jun-24	24-Jun-27	Primary
Louise Cobby TA	21-Nov-25	21-Nov-28	Primary
Sam Paine TA	17-Apr-23	17-Apr-26	Primary
Hannah Phillips TA	24-Jun-24	24-Jun-27	Primary

Emma Powell TA	24-Jun-24	24-Jun-27	Primary
Alison Stanton TA	24-Jun-24	24-Jun-27	Primary
Claire Wallace TA	21-Nov-25	21-Nov-28	Primary
Alice White TA	24-Jun-24	24-Jun-27	Primary
Sara Reed TA	17-Apr-23	17-Apr-26	Primary
Eleni Soares-Bartlett TA	21-Nov-25	21-Nov-28	Primary
Jodie Heatherson TA	17-Apr-23	17-Apr-26	Primary
Michelle Hollands TA	24-Jun-24	24-Jun-27	Primary
Donna Kelly TA	21-Nov-25	21-Nov-28	Primary
Claire Mansell TA	24-Jun-24	24-Jun-27	Primary
Lauren McDonnell TA	24-Jun-24	24-Jun-27	Primary
Emergency First Aid			
Vicky Grant (AP)	24-Jun-24	24-Jun-27	AP
Olivia Cull	24-Jun-24	24-Jun-27	PE
Josh Delmon	24-Jun-24	24-Jun-27	PE
Kelly Delmon	24-Jun-24	24-Jun-27	PE
Max Dyer	24-Jun-24	24-Jun-27	PE
Nicky Dyer	24-Jun-24	24-Jun-27	PE
Sarah Fitch-Preston	24-Jun-24	24-Jun-27	PE
Sophie Isted	24-Jun-24	24-Jun-27	PE
Nathan Lock	24-Jun-24	24-Jun-27	PE
Rose Newman	24-Jun-24	24-Jun-27	Head of Year 7
Robert Wilkinson	24-Jun-24	24-Jun-27	PE
Rachel Ali	12-Jul-24	12-Jul-27	PE
Michelle Radley	08-Sep 23	08-Sep 26	PE
Natalie Neville	14-Sep 23	14-Sep 26	PE
Jason Thornton	27-Jun 25	26-Jun 28	PE
Joanne Hearsey	27-Jun 25	26-Jun 28	PE

APPENDIX C

BEACON ACADEMY LOCATION OF FIRST AID BOXES – September 2025

Sixth Form Centre

Welfare Room x 1
Reception x 1 2 x mobile Bags
Science department prep room x 1
G31 x 1

Beeches Site

Welfare Room x 2 1 static and 3 for trips use
IT Suite x 1
Science Department KS3 prep x 1
 Biology Prep room x 1
 KS4 prep room x 1
 Chem prep x 1
 Science office x 1

Art Office x 1
PE- PE office x 5
 PE Female Staff Changing Room (Female use only) x 1

Food Tech Tech x 2
Site Services Each minibus x1 (3 in total)
 IS van x 1

CLC Reception x 1

UPLANDS ACADEMY LOCATION OF FIRST AID BOXES – September 2025

PE x5
Science x3
Reception x1
Site Offices x3

HAILSHAM ACADEMY LOCATION OF FIRST AID BOXES – September 2025

PE x8
Science x2
Tech x1
Music x1
Reception x1
Site Offices x1