



# HEALTH AND SAFETY POLICY

## 2025 / 2026

<b>Review Period</b>	Annually
<b>Person Responsible for Policy</b>	Chief Executive
<b>Governing Committee</b>	Trust Board
<b>Date of Trustees Approval</b>	July 2025
<b>Date for Review</b>	July 2026

## CONTENTS

	Page
<b>Preface</b>	<b>3</b>
<b>Health and Safety Policy Statement</b>	<b>4-6</b>
<b>Policy Review:</b>	
Revision Control	7
<b>Organisation – Duties, Roles, and Responsibilities:</b>	
Organisation Chart	8-10
<b>Responsibilities:</b>	
Trust Board and Chief Executive Officer	11
Management Team	12
Health and Safety Advisor	12
Staff	13
Trust-Appointed Contractor/Consultant	14
Designated Responsibility Summary	15
<b>Management Arrangements:</b>	
<b>1 Building</b>	
1.1 Our Trust Environment	16
1.2 Maintaining Our Trust (Asbestos, Water Management, Drainage, Noise Control, Waste Management)	16
1.3 Fire Prevention	18
1.4 Electrical Equipment used in Trust	18
1.5 Use of Chemicals	19
1.6 Use of Dangerous Substances	21
<b>2 Procedural</b>	
2.1 Critical Incident Plan	22
2.2 First Aid Provision	23
2.3 Reporting certain accidents to the HSE	25
2.4 Supporting Students at Trust with Medical Conditions	25
2.5 Educational Visits	26
2.6 Manual Handling and Lifting Equipment	27
2.7 Working at Height	28
2.8 Display Screen Equipment	28
2.8 Personal Protective Equipment	29
2.10 Music and Drama Copyrights	29
<b>3 Employees, and Non-Employees (Students, Visitors and Contractors)</b>	
3.1 Children on the Trust Premises	30
3.2 Visitors and Third Parties	30
3.3 Security	31
3.4 Level of Supervision	32
3.5 Violence and Aggression	33
3.6 Offensive Weapons	33
3.7 Drugs	34
3.8 Lockdown	34
3.9 Protection of Young Persons on Work related placement	34
3.10 Lone Working	35
3.11 New and Expectant Mothers	35
3.12 Occupational Health	36
3.13 Public Health (Control of Disease)	36
3.14 Sharing Information	37
3.15 Safety Training	38
3.16 Refusal to Work on the Grounds of Health and Safety	38
3.17 Dogs on the Trust Premises	39

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## Preface

This is the Health and Safety Policy for The All Saints Multi Academy Trust who will be referred to as 'the Trust'.

The document contains information which must be followed to ensure the continued health, safety and welfare of the Trust's employee's, visitors, students and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

## Health and Safety Policy Statement

This is a general statement of the intentions of the Trust regarding Health and Safety. The policy statement is signed and dated by the most senior member of the Management / Leadership Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the Trust.

## The Organisational Duties

This section commences with a chart showing the safety structure of the Trust. It is followed by a list of individual responsibilities of personnel and contractors.

## Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that the Trust complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the Trust's behalf.

To reduce accidents and incidents, all personnel, students, and contractors must adhere to the policies whilst carrying out the Trust's undertakings.

Where help is needed, the Trust engages the Health and Safety support services of Compliance Education Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The Trust	-	All Saints Multi Academy Trust
Compliance	-	Compliance Education Ltd
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

## Health and Safety Policy Statement

In accordance with its duty under sections 2 and 3 of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees, students and members of the public who may be affected by its activities, the Trust has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The overall responsibility for Health and Safety lies with the Chief Executive of the All Saints Multi Academy Trust and the Head Teachers of:

- The Academy of St Francis of Assisi
- The Academy of St Nicholas
- Faith Primary Academy
- Hope Academy
- St Marys Catholic Infant Academy
- St Marys RC Junior Academy
- St Teresa of Lisieux Primary Academy
- Trinity St Peters Primary Academy
- St Michaels Academy
- St Margarets C of E Academy
- St Cleopas C of E Primary Academy

The Trust will keep all personnel advised of their responsibilities and those of the Trust, regarding health and safety matters.

The Trust recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees and students. The Trust is committed to full compliance with all applicable statutes and regulations.

Particular attention will be paid to duties required, namely:

- 1. Ensure Compliance with Legal Requirements**  
Adhere to all relevant health and safety legislation, regulations, and codes of practice.
- 2. Conduct Risk Assessments**  
Identify potential hazards, assess risks, and implement appropriate control measures.
- 3. Maintain a Safe Working Environment**  
Ensure that all workspaces are clean, organized, and free from hazards.
- 4. Report and Investigate Incidents**  
Promptly report accidents, near misses, and unsafe conditions; support investigations and implement corrective actions.
- 5. Provide Training and Instruction**  
Ensure all staff receive appropriate health and safety training and understand their responsibilities.
- 6. Use Personal Protective Equipment (PPE)**  
Wear and maintain PPE as required, and ensure others do the same.
- 7. Monitor and Maintain Equipment Safety**  
Regularly inspect tools, machinery, and safety equipment to ensure they are in good working order.
- 8. Promote a Safety Culture**  
Encourage safe practices, lead by example, and support a proactive approach to health and safety.
- 9. Emergency Preparedness**  
Be familiar with emergency procedures, including fire evacuation, first aid, and incident response.

#### 10. **Liaise with Health & Safety Representatives**

Collaborate with designated safety officers or committees to address concerns and improve practices.

We undertake to discharge our statutory duties by:

##### 1. **Complying with all relevant health and safety legislation**

Ensuring our practices align with the Health and Safety at Work Act and other applicable regulations.

##### 2. **Establishing clear policies and procedures**

Developing, implementing, and regularly reviewing robust health and safety policies across all academies.

##### 3. **Providing adequate resources and training**

Equipping staff with the knowledge, tools, and support needed to maintain a safe working and learning environment.

##### 4. **Conducting regular risk assessments**

Identifying potential hazards and implementing effective control measures to mitigate risks.

##### 5. **Monitoring and reviewing performance**

Evaluating health and safety practices through audits, inspections, and performance reviews to drive continuous improvement.

##### 6. **Promoting a positive health and safety culture**

Encouraging open communication, staff involvement, and proactive attitudes toward safety at all levels.

##### 7. **Ensuring accountability at all levels**

Defining clear roles and responsibilities for health and safety, from trustees to frontline staff.

##### 8. **Engaging with staff and stakeholders**

1. Holding regular H&S committee meetings with staff representatives.
2. Consulting with unions and employee groups on safety matters.

##### 9. **Preparing for emergencies**

1. Conducting fire drills and lockdown drills each term.
2. Maintaining up-to-date emergency plans and contact lists.

##### 10. **Maintaining accurate records and documentation**

1. Logging all incidents, training, inspections, and maintenance activities.
2. Ensuring records are accessible and retained in line with legal requirements.

We demonstrate that we do the above by:

##### 1. **Compliance with Legislation**

- Up-to-date H&S policy documents referencing current laws.
- Records of legal updates and how they've been implemented.

##### 2. **Policies and Procedures**

- Signed and dated copies of trust-wide and school-specific H&S policies.
- Evidence of policy reviews and updates (e.g. version control logs).

##### 3. **Training and Resources**

- Training logs and certificates for all staff.
- Budget records showing allocation for H&S resources and equipment.

##### 4. **Risk Assessments**

- Completed and reviewed risk assessment forms.
- Action plans and follow-up logs for identified risks.

##### 5. **Monitoring and Review**

- Audit reports and inspection checklists.
- Meeting minutes from H&S reviews and performance evaluations.

## 6. Positive Safety Culture

- Records of staff safety suggestions and how they were addressed.
- Internal communications promoting safety (e.g. newsletters, posters).

## 7. Accountability

- Organisational charts showing H&S responsibilities.
- Job descriptions with H&S duties clearly outlined.

## 8. Staff Engagement

- Minutes from H&S committee meetings.
- Feedback forms or surveys from staff on safety matters.

## 9. Emergency Preparedness

- Fire drill logs and emergency procedure documentation.
- Maintenance records for alarms, extinguishers, and first aid kits.

## 10. Record Keeping

- Centralised H&S management system or database.
- Secure storage of incident reports, training records, and inspections.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety, and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the Trust, and advancement in technologies which affect the Trust's activities.

Copies of this Health and Safety Policy Statement will be:

### 1. Available electronically

- Uploaded to the trust's intranet or shared drive for easy access.

### 2. Shared with stakeholders

- Supplied to contractors, visitors, and external partners upon request.

### 3. Reviewed and reissued annually

- Updated versions will be redistributed following each annual review or significant change.

All Employees, external Consultants and Contractors employed by the Trust will be expected to comply with this Health and Safety Policy.

Signed:



(All Saints MAT CEO, Heather Duggan)

Date: June 2025

Next Review Date: March 2026

## Policy Review

The Trust shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the Trust.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

**Additionally, the policy shall be reviewed as necessary to reflect:**

- 1. Changes in legislation or statutory guidance**
  - Ensuring ongoing compliance with updated health and safety laws and regulations.
- 2. Significant organisational changes**
  - Including changes in leadership, structure, or the addition of new academies.
- 3. Findings from audits, inspections, or incident investigations**
  - Incorporating lessons learned and recommendations for improvement.
- 4. Feedback from staff, stakeholders, or health and safety representatives**
  - Responding to concerns or suggestions raised through consultation.
- 5. Technological or operational developments**
  - Adapting to new equipment, processes, or working environments.
- 6. Annual policy review cycle**
  - Ensuring the policy remains current, relevant, and effective.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the Trust's appointed personnel. Evidence of the Policy review will be summarised in the table below.

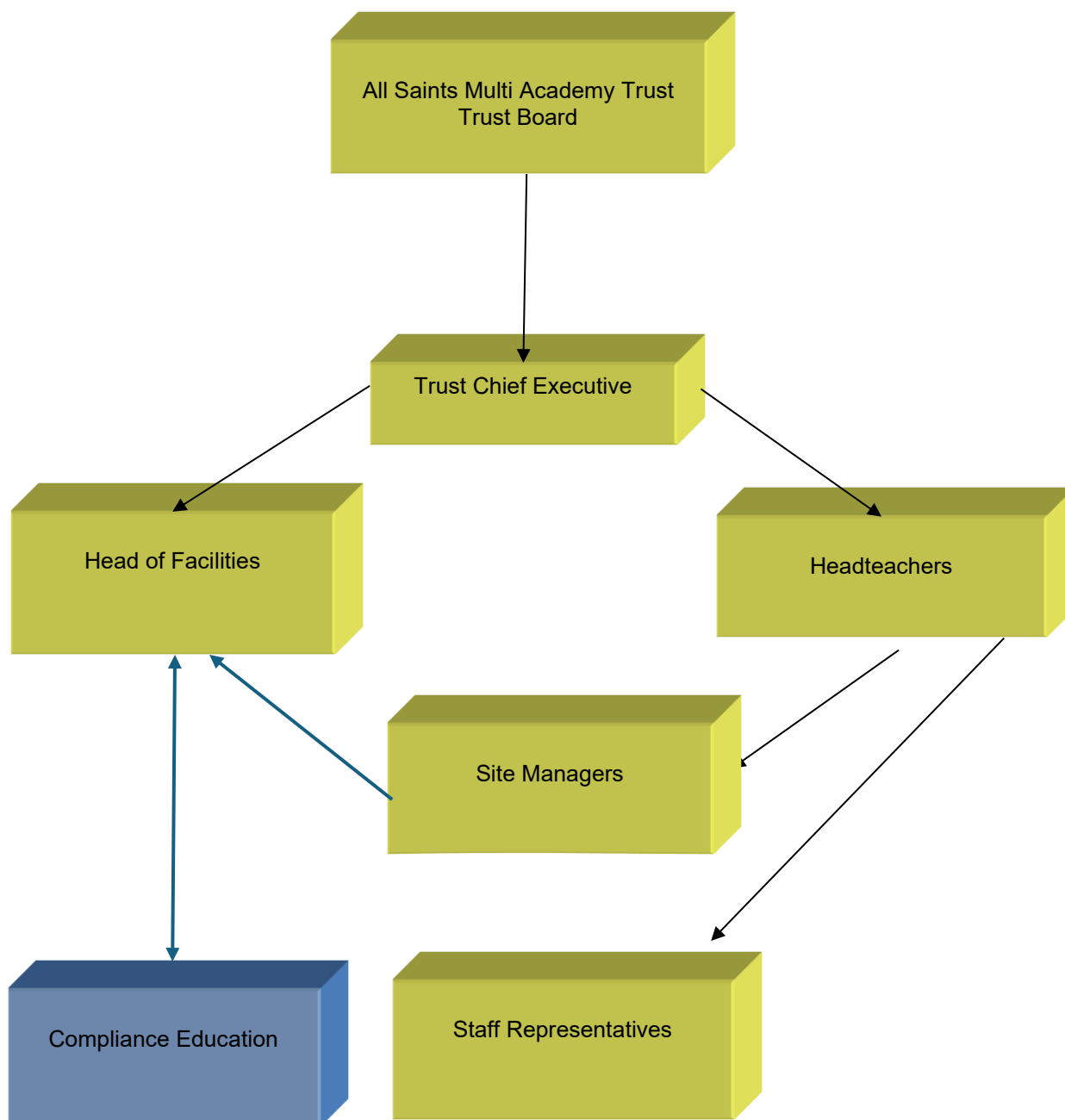
## Revision Control

Compliance		Keith Wilkinson (NEBOSH / NEBOSH FIRE)	Advisor Signature K Wilkinson
Trust Approval		Trust Board	
Version Number	Date	Summary Details	By Whom
1	03.24	Initial Policy	Keith Wilkinson / Gareth Jones
2	06.25	Annual Review with requested amendments	Gareth Jones

## Organisation – Duties, Roles, and Responsibilities

### Organisation Chart

The Trust have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.





## Hierarchy Overview

1. **Board of Trustees**  
Provides strategic oversight and ensures legal compliance.
2. **CEO**  
Holds overall accountability for health and safety across the trust.
3. **Headteachers**  
Lead the trust's health and safety strategy and compliance efforts, communicating with Site Managers and Staff.
4. **Head of Facilities**  
Support implementation and monitoring across multiple academies.
5. **Site Managers**  
Oversee daily H&S operations at individual school sites.
6. **Staff Representatives**  
Represent staff in H&S matters and promote a safety culture.
7. **Compliance Education**  
Liaise with Head of facilities to advise on implementing the policy

## Trust Schools

<b>St Marys RC Junior Academy</b> Barn Way Newton-le-Willows WA12 9QQ Tel: 01744 678603	<b>St Marys Catholic Infant Academy</b> Victoria Road Newton-le-Willows WA12 9RX Tel: 01744 678357	<b>St Margarets CE Academy</b> Aigburth Road Liverpool L17 6AB Tel: 0151 427 1825	<b>The Academy of St Francis of Assisi</b> Gardner's Drive Liverpool L6 7UR Tel: 0151 260 7600	<b>The Academy of St Nicholas</b> 51 Horrocks Ave, Liverpool, L195NY Tel: 0151 230 2570
<b>Faith Primary Academy</b> Prince Edwin Street Liverpool L5 3LW Tel: 0151 233 5092	<b>Hope Academy</b> Ashton Road Newton-le-Willows WA12 0AQ Tel: 01744671930	<b>Trinity St Peters CE Primary Academy</b> Paradise Lane Formby Liverpool L377EJ Tel: 01704 876391	<b>St Michaels CE Academy</b> St Michaels Rd Crosby Liverpool L237UL Tel: 0151 9246778	<b>St Teresa of Lisieux Catholic Infant Academy</b> 26 Teynham Crescent, Liverpool, L113BJ Tel: 0151 2265018
<b>St Cleopas C of E Primary Academy</b> Beresford Road Liverpool L84RP Tel: 0151 7271725				
<b>Compliance Education Ltd</b> Business First, 23 Goodlass Road, Speke, Liverpool, L24 9HJ Office: 08006128162 Mike Long: 07502 049721 Mark Croghan: 07402575858 (St Cleopas only)				

## **Chief Executive, Head Teachers and Trust Board**

The Trust Board is responsible for this policy being carried out at all Trust school's together with the head teachers. The Head of Facilities and Site Managers who shall be responsible for carrying out safety inspections within the areas of their control at the schools named above, investigating accidents that occur and monitoring maintenance of equipment.

The Chief Executive will have overall responsibility for Health and Safety but will delegate responsibilities to the Head Teachers who will be responsible for ensuring the effective day-to-day implementation of the Health & Safety Policy across all Trust schools.

Ensuring staff safety in respect of compliance to specific arrangements, applicable to activities within their departments.

Ensuring that safe systems of work are identified and adhered to.

Ensuring the All Saints Multi Academy Trust appointed competent person is alerted of any new activities, so that Risk Assessments can be completed / reviewed.

Ensuring training needs are identified with respect to health and safety.

When using services of other contractors (self-employed persons etc.) on the above Trust's premises, ensure the appropriate procedure is adhered to which will incorporate the: -

- Exchange of Safety Policies
- Safe systems of work will be used
- The safety of all persons affected by their activities
- Obtaining of contractors' Risk Assessments
- Assessing the competence of contractors
- Asbestos Management Plans (where applicable)

## **Responsibilities**

### **The Board will for example:**

- seek assurance that suitable and sufficient governance mechanisms are in place that allow health and safety matters to be communicated in a timely manor
- review and approved the Trust Health and Safety Policy
- review the health and safety annual report and forward plan
- ensure that health and safety appear on the agenda of the Risk and Assurance Committee
- receive and understand significant health and safety risks faced by the organisation
- consider the health and safety implications of strategic decisions

### **Receive assurances that:**

- health and safety arrangements are adequately resourced
- there is suitable compliance with any statutory duties
- health and safety are provided to colleagues and mandatory training monitored
- there is a process to review emergency and fire evacuation plans
- there is a process for monitoring and auditing health and safety performance
- there is a forum such as a separate health and safety Group oversee health and safety across the Trust and fulfil statutory duties
- the Trust has access to competent health and safety advice
- there is a process for employees or their representatives to be involved and engaged in decisions that affect their health and safety
- there are arrangements for regular independent reviews of Health & Safety management across the Trust

## **Management Team**

The Headteachers, Head of Facilities and Site Managers are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the Trust in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
  - Safe methods of working.
  - Induction training including Health and Safety matters.
  - Welfare facilities.
  - Fire precautions.
  - Hazards arising from work activity.
  - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
  - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
  - Advising and assisting with safety training of personnel.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by Trust employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all centre procedures are adhered to at all times.

## **Health and Safety Advisor**

The Trust has appointed Compliance Education as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

### **The Health and Safety Advisor will:**

- act as the appointed competent persons as defined by The Management of Health and Safety at Work Regulations 1999 assisting All Saints Multi Academy Trust in undertaking the measures required to comply with the requirements and prohibitions imposed under the relevant statutory provisions by the provision of competent health and safety advice
- maintain the provision of a health and safety management system
- monitor and review the effectiveness of management systems
- act as the organisational appointed Responsible Person as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Regulation 3

- Advise where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintain statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the Trust.
- Advise on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Oversee and review accident investigations.
- Assist with identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

#### **The Head of Facilities will:**

- provide and maintain assets in an efficient working order and good repair, maintained to prevent danger, so far as is reasonably practicable in an efficient state, in good repair and in a clean condition, in a safe condition so as to prevent risk of injury to any person so as to prevent danger
- provide assurance that health and safety requirements are met for all contracts and projects commission within their portfolio of responsibility
- provide assurance of validation propose changes to assets, operating practices or modifications to maintenance regimes
- provide assurance that appointed contractors have management systems for effective control of health and safety

#### **Staff / Consultations**

All staff of the Trust will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the Trust in meeting its statutory duties.
- All new employees will be given Health & Safety Induction training by their Line Manager during their first day at the All Saints Multi Academy Trust.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- The Health and Safety (Consultation with Employees) Regulations 1996 require the All Saints Multi Academy Trust to consult with staff on matters relating to Health, Safety and Welfare, and provide appropriate information to enable the safe undertaking of any work activity or task.
- Health and Safety information is contained within the Health and Safety Manual, the Health and Safety Law poster displayed in your workplace, safety posters, leaflets, safety pamphlets and verbal safety information.
- The All Saints Multi Academy Trust encourages all members of staff to take part in the spirit of the regulations by actively taking part in discussions with management. It is the responsibility of the management to ensure that adequate consultation takes place.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
  - Arranged, provided and/or otherwise approved by the Trust.

- Provided by the Client or Contractor with specific authorisation that they may be used by employees of the Trust.
- Provided for unrestricted use by members of the general public.

### **The Trust's-Appointed Contractor/Consultant**

The Trust may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which centre employees are unable to undertake. All Contractors/Consultants appointed by the Trust must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the Trust premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Trust Management Team and/or Compliance Education to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the Trust's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including school staff, students and members of the public.
- They must ensure that the Trust is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the Trust prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained, and tested as required. Copies of all necessary certificates and registers must be available for review by the Trust. Where weekly inspections are required, copies of documentation must be provided to the Trust.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the centre with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the centre to ensure that adequate steps are taken to reduce exposure to Trust employees and students.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the centre and that they co-operate fully with the Trust's management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are always kept clear, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the Trust that this has taken place.
- Contractors/Consultants provide all relevant DBS certificates were working unsupervised and in close proximity to students.

## Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Trust Management Team
Health and Safety administration	Trust Management Team
Facility administration	Trust Management Team
Health and Safety training	Trust Management Team
Premises risk assessments	Trust Management Team, Employees (supported by COMPLIANCE)
Work activity risk assessments	Trust Management Team, Employees (supported by COMPLIANCE)
Display screen equipment assessments	Trust Management Team, Employees (supported by COMPLIANCE)
Manual handling assessments	Trust Management Team, Employees (supported by COMPLIANCE)
COSHH assessments	Trust Management Team, Employees (supported by COMPLIANCE)
Fire risk assessments	Trust Management Team, Employees (supported by COMPLIANCE)
Expectant/New mother risk assessments	Trust Management Team, Employees (supported by COMPLIANCE)
Young Person risk assessments	Trust Management Team, Employees (supported by COMPLIANCE)
First Aid	Trust Management Team
Emergency Planning	Trust Management Team, Employees (supported by COMPLIANCE)
Vetting Contractor/Consultants	Trust Management Team (supported by COMPLIANCE)
Monitoring of Health and Safety in the workplace	Trust Management Team, Employees (supported by COMPLIANCE)
Site inspections	Trust Management Team (supported by COMPLIANCE)
Audits	Trust Management Team (supported by COMPLIANCE)
Accident, Incident and Near Miss investigations	Trust Management Team (supported by COMPLIANCE)

## Management Arrangements

Compliance Education will conduct regular site visits to the Trust schools. The site visit findings will be used by the SLT to monitor performance and undertake checks to ensure that all employees are aware of and are implementing the standards which have been set out and that are required by legislation.

### 1 Building

#### 1.1 Our Trust Environment (The Workplace (Health, Safety & Welfare) Regulations 1992)

The Trust Management Team ensures that the Trust premises meet the health, safety and welfare needs of all its employees, students, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The Trust has appointed **COMPLIANCE EDUCATION** as their source for Health and Safety assistance and competent advice.

The Health and Safety Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the Trust. At least one member of the Trust Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the Trust.

See the individual school premises management policy for further information on what constitutes our statutory service and maintenance inspections.

The Trust will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held at the Trust premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The Trust will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

#### 1.2 Maintaining Our Trust (Trust Premises Regulations 2012)

As our students fall under section 3 of the Health and Safety at Work etc Act 1974 this Regulations sets out additional standards for structural requirements and the health, safety and welfare needs, of students.

Our buildings are owned or managed by the Trust, who have carried out a condition survey and have prepared a long-term maintenance programme.

As part of our ongoing commitment to preserve the life of our buildings, periodical inspections are carried out by the [Trust Estates Team] who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc.



When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.

## **Housekeeping**

### **Hygiene and Cleanliness**

The All Saints Multi Academy Trust will ensure that standards of hygiene and cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, so as to avoid accidents.

Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

The control of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

### **Waste Disposal**

The All Saints Multi Academy Trust will comply with the Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal, so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.

In addition, from 31<sup>st</sup> March 2025 Simpler Recycling Regulations are enforced within the Trust, details of which can be found here: <https://www.wastemanaged.co.uk/simpler-recycling/> to ensure the Trust sites comply with current legislation.

### **Water Management**

Under general health and safety law, our estates team will ensure it takes suitable precautions to prevent or control the risk of exposure to legionella.

Therefore, our Trust employs the services of an external contractor to provide the Trust with comprehensive testing programme which regularly includes water system assessments, water sampling, monthly temperature monitoring and thermos-static mixing valve testing and inspections.

The Trust appointed [site team] ensures that the flushing procedures are followed for all little used outlet(s) and that these are recorded in the Water Management Folder.

### **Drainage**

Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms.

Therefore, as a Trust we endeavour to play our part by ensuring:

- Our water drains are kept clear of debris to prevent blockages.
- All gullies and guttering are inspected regularly and cleared out when necessary.
- All blockages are dealt with.

### **Noise Control (The Control of Noise at Work Regulations 2005)**

The Control of Noise at Work Regulations 2005 place a duty on employers within Great Britain to reduce the risk to their staff and students' health by controlling the noise they are exposed to whilst at work/School.

The acoustic conditions and sound insulation of each room or other space has been assessed based on the activities which normally take place therein.

In the centre with a good acoustic environment, people will experience:

- good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in.
- minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic).

In classrooms, class bases and other areas used for teaching, this will allow teachers to communicate without straining their voices.

In types of spaces, such as music rooms, drama studios and design technology and rooms where students with hearing impairment are taught, there are additional requirements that may require higher acoustic standards than those for normal class bases.

### **1.3 Fire Prevention (The Regulatory Reform (Fire Safety) Order 2005)**

The Trust will ensure that a suitable and sufficient assessment of the risks to life safety to which relevant persons are exposed whilst present at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Trust Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The Trust will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all staff, students, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted by the Health and Safety Advisor and planned fire drills will be arranged by the school on a regular basis.

### **1.4 Electrical Equipment used in Trust (Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998)**

The Trust will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of the Trust tools and equipment will be suitably instructed or trained in their use. The Trust Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all staff for review.

All tools and equipment purchased, and used by staff and students, will have suitable control measures to protect staff/students against risks associated with dangerous parts of machinery.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the Trust. Staff are required to liaise with their Trust Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The Trust is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Trust Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the Trust may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and

supporting documentation to ensure all staff are suitably trained in the use of the equipment. The Trust will instruct staff not to bring personal items of equipment in from home.

The Trust will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If staff are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Trust Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

**Portable Appliance Testing (PAT):** Under the Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as "portable" is deemed safe for use.

All our portable electrical equipment is inspected by a qualified contractor 'competent' person who has obtained certification and has relevant experience to perform this task.

No 'portable' electrical items are allowed to be brought in or used on site unless it is displaying a current PAT Test label.

## **Mobile Phones**

It is the All Saints Multi Academy Trust policy that no member of staff should use a mobile telephone whilst driving on the All Saints Multi Academy Trust business. Any person prosecuted for such an act may be subject to disciplinary action.

Use of mobile telephones when driving, even when using a 'hands-free' kit is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.

Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.

Calls should neither be made nor answered when the vehicle is in motion unless someone else is driving.

## **1.5 Use of chemicals** (The Control of Substances Hazardous to Health Regulations 2002)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Trust Management Team will brief employees on any hazard or substance precautions, with written records being held at the Trust premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the Trust will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
  - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
  - *Consider all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
  - *Control exposure by utilising measures proportionate to the health risk.*
  - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
  - *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
  - *Check and review regularly all elements of control measures for their continuing effectiveness.*
  - *Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.*
  - *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

Most chemical substances will carry a warning that the product is to be **'Kept out of reach of children'** therefore, we will ensure all products are safely placed out of reach or locked away.

## **Ionising Radiation Policy**

It is the intention of the All Saints Multi Academy Trust to ensure that the well-being of staff, students and visitors is protected from the potentially harmful effects of Ionising Radiation.

All work carried out on site involving the use of Ionising Radiation must comply with the Ionising Radiation Regulations 1999, implemented and enforced by the HSE. The Regulations require that the Trust establish a suitable management structure to maintain radiation safety.

The holding and disposal of radioactive material is controlled by the Radioactive Substances Act 1993 and all work undertaken at the All Saints Multi Academy Trust must comply with this Act.

The general duties in the Health & Safety at Work etc Act 1974, and the requirements of the Management of Health & Safety at Work Regulations 1999 also apply, and require, amongst other things, that risk assessments are carried out and appropriate measures to control exposure are put in place.

The main legislation relevant to this subject is:

- The Ionising Radiations Regulations 1999
- The Radioactive Substances Act 1993
- The Justification of Practices Involving Ionising Regulations 2004
- The Ionising Radiation Medical Exposure) Regulations 2000 (Amended 2006)

## **Management guidance**

The following Trust guidance forms part of the management policy for sources of IR:

No radioactive material or instruments capable of generating ionising radiation must be brought on to campus without the prior approval of the Head Teacher.

No radioactive material may be purchased without the written authorisation of the RPO.

The Trust Local Rules for the Protection of Persons Exposed to Ionising Radiation must be always adhered to:

- Justification for the use of radioactive material must be considered to show an overall benefit.
- Risk assessments for the use of an ionising radiation must be prepared. They must be made by a competent person, be suitable and sufficient, reviewed as necessary and recorded.
- Occupational exposures to IR must be kept as low as reasonably practicable (ALARP) and must be within the statutory limits.
- All workers must fill in a radiation worker form and undertake suitable training before commencing work with ionising radiation.
- Female workers of reproductive capacity must consider the possible hazard arising from ionising radiation to the foetus in early pregnancy and inform the RPO as soon as pregnancy is suspected.
- Operational protective measures such as administrative controls must be implemented as appropriate.
- If control of exposure cannot be achieved by any other means appropriate personal protective equipment must be worn.

**Science Laboratories** - Is perhaps one of the most likely places to find hazardous substances in our Trust. For this reason, stringent precautionary measures are implemented to keep students and staff safe. This is particularly relevant for practical teaching activities in chemistry lessons, which frequently involve the use of potentially dangerous chemicals. Although these chemicals may not be hazardous on their own, they can produce toxic fumes and gases when mixed together.

**Design Technology and Art** - Potentially dangerous substances are often used in art studios and in design technology (DT) workshops.

These include solvent-based varnishes, glues, and paints. Additionally, harmful fumes and dust can be produced by sanding, soldering, or other essential fabrication processes.

Therefore, our Head of Science and DT will ensure that:

- All teaching staff are trained.
- Personal Protective Equipment (PPE) is purchased and worn.
- All chemicals are stored and disposed of correctly as per MSDS/CLEAPS.
- All chemical storerooms are well ventilated and locked at all times when not in use.
- Qualified technicians are on hand to oversee and help.
- The technicians are logging the use of all chemicals.
- During lesson preparations the technician only issues enough of the chemicals required to carry out a demonstration/practical session
- Spill kits are available and appointed staff receive training.
- Appropriate safety instructions are communicated to all staff and students.

#### **1.6 Use of dangerous substances** (The Dangerous Substances and Explosive Atmospheres Regulations 2002)

The Trust will ensure that where a dangerous substance is, or **is liable** to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the centre will:

- Reduce the number of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e., by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.
- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The Trust will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

**Extractor and Local Exhaust Ventilation System** Workplace (Health, Safety and Welfare) Regulations 1992, Health, and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and Dangerous Substances and Explosive Atmospheres Regulations 2002.

The Trust has completed a comprehensive risk assessment and has identified several areas within the Trust (Kitchen, Science and DT) whereby employees and students are either working or partaking in lessons which are enclosed or are at higher risk from dust, mist, fumes, vapours, or gas. An Extractor or Local Exhaust Ventilation System has been installed in these areas as an engineering control to reduce exposure by drawing harmful substances away from the user.

## **2 Procedural**

### **2.1 Critical Incident Plan**

The definition of what this plan is for: 'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences.

The plan covers:

- A deliberate act of violence
- A centre fire or explosion
- A student or teacher being taken hostage.
- The destruction or serious vandalising or part of a centre
- A transport related accident involving students and/ or members of staff.
- Bomb threats
- A more widespread disaster in the community
- Civil disturbance and terrorism

Within the centre's plan are details of immediate place of safety and who should be contacted in an emergency. This plan will be reviewed regularly by the Estates Team.

### **2.2 Risk Assessments** (Management of Health and Safety at Work Regulations 1999)

With the assistance of [Compliance Education/CLEAPSS/HSE] all identified hazards are evaluated by the Head Teacher/and The Trust Trust Management Team and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether.
- Substitution by something less hazardous or risky
- Prevent access to the hazard e.g., by guarding.
- Organise work to reduce exposure to the hazard e.g., putting barriers between pedestrians and traffic.
- Create safe methods of work and safe systems of work designed to reduce the risk.
- Issue personal protective equipment e.g., clothing, footwear, goggles etc
- Provide welfare facilities e.g., first aid and washing facilities for removal of contamination.
- Provide suitable information, instruction, and training.
- Ensure appropriate supervision.

## **Review**

Once a risk assessment is created it is imperative that it is reviewed, finalised, and read by all relevant Trust staff.

Thereafter, the Head Teacher, Head of Departments and other nominated Trust specialist are responsible for ensuring the risk assessments 'Live Documents' are:

- Regularly reviewed,
- The effectiveness of the control measures is monitored,
- Physical control measures are used and followed by staff and students.
- Kept up to date by informing the relevant people of any changes so, amendments and risk re-assessments can be carried out.

Examples that would activate a risk assessment review:

- At regular intervals throughout the year.
- Following a significant change and/or if there is reason to suspect it is no longer valid e.g., after an accident, ill-health incident, violent incidence or malfunction has occurred.
- Reviewed Yearly.

## **2.3 First Aid Provision (The Health and Safety (First Aid) Regulations 1981)**

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensure their staff receive immediate attention if they are injured or taken ill at work.

While the regulations do not require the Trust to provide first aid for anyone other than their own staff. We consider it our 'duty of care' to ensure all our students and visitors are considered when carrying out a first aid provision needs assessment which will cover both staff and students whilst they are the Trust premises and whilst off-site taking part in an organised educational visit activity.

On completion of our 'First Aid Provision Needs Assessment' which will be carried out by the Trust Management Team assisted by our appointed Health and Safety Advisor we will ensure all nominated staff receive appropriate training (First Aid at Work, Emergency First Aid, Paediatric First Aid, Emergency Paediatric First Aid and Forest School First Aid). So, that first aid can be administered without delay, and will therefore take into account the size and layout of the Trust, the age of the students, the location of high-risk subjects, staff locations and staff absence.

## **Our Early Years Foundation Stage (where applicable)**

Under the current guidance we will ensure that at least one of our members of the early years staff who holds a current Paediatric First Aid qualification will be in Trust and will be available at all times whilst children are on the Trust premises and will accompany children on outings.

As an employer we will ensure all our newly qualified early years staff who have completed either Level 2 or 3 attend or provide us with prove that they hold either a Paediatric First Aid or Emergency Paediatric First Aid Certificate before we include them in our staff-to-child ratios.

Our Trust will display or make available to parents the names of all staff who currently hold a Paediatric First Aid or Emergency Paediatric First Aid Certificate.

### **First Aid Containers**

The number and content of our first aid containers will be identified as part of our 'First Aid Provision Needs Assessment'. As a minimum we will provide one fully stocked first aid container in the main building, with additional smaller first aid containers strategically placed around the Trust.

Even though there is no mandatory list of items that need to be included in a first aid container we as a Trust adopt the HSE recommendation to hold the following items within our main first aid container and all other smaller first aid kits will hold items likely to be needed to deal with an injury in accordance with its location.

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves

### **Defibrillators**

### **Reporting Arrangements**

All health & safety concerns / issues must be reported immediately to the Department Manager, the Head Teacher or the Appointed Competent Person.

With regard to significant risks, the Department Manager will agree action with the reporting person, Trust Head of Estates and the Appointed Competent Person.

Issues considered to be high risk (i.e. chance of immediate injury) will be visited immediately by the Line Manager, Trust Head of Estates and Appointed Competent Person and appropriate action taken to avoid the risk.

### **Accident reporting and investigation**

An appropriate investigation of any accident, incident or near miss will be carried out by a member of the Trust Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the Trust to instigate additional control measures to prevent re-occurrence.

The Trust recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible to the Health and Safety Executive.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The Trust has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.



**Employee's Only** This applies to all education employees and self-employed persons on Trust premises.

- death.
- specified injuries.
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- non-fatal accidents to non-workers (e.g., members of the public)
- certain occupational diseases.
- dangerous occurrences – where something happens that does not result in an injury but could have done.

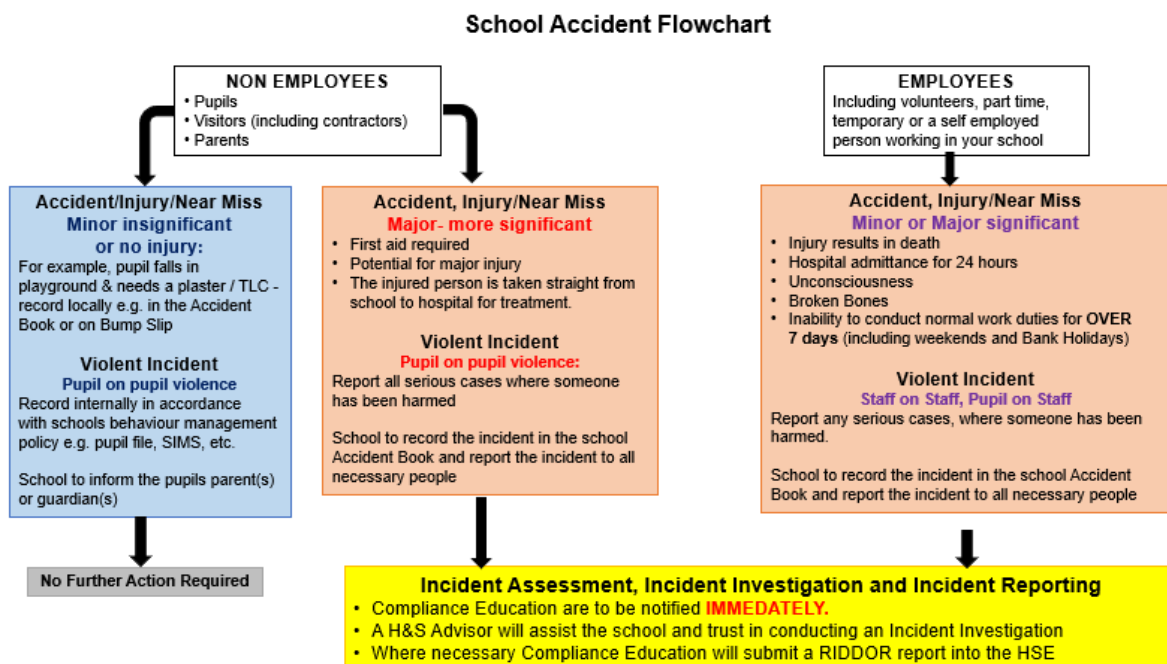
### Student and Visitors Only

All fatal and major injuries on the centre premises during educational instruction hours should be reported in the same way as those to employees. However, injuries during free time arising from collisions, slips and falls need not be reported unless they are attributable to the condition of the premises, plant/equipment on site or lack of supervision.

- the student or visitor required First Aid
- the injured person has been taken straight from the Trust to the hospital.

If an accident has occurred in a work/teaching situation, then a member of the Trust Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

## 2.4 Reporting certain accidents to the HSE (The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR))



## 2.5 Supporting Students at School with Medical Conditions (Supporting Students at School with Medical Conditions DfE Guide 2015 and The Equality Act 2010)

All medication will be administered to students in accordance with the DfE document [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-students-at-trust-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-students-at-trust-with-medical-conditions.pdf)

All staff in the Trust have a duty to maintain professional standards of care and to ensure that our students are safe. It is expected good practice that our Trust will review cases individually and administer medicines to meet the all-round needs of the child. Therefore, at the beginning of the academic year a student's parent/carer is requested to fill in a medical form. An individual medical plan is drawn up, which

underlies the medical condition(s) which require ongoing or emergency medication and is tailored to their needs

The Head Teacher will ensure that all staff are sufficiently trained to administer medication, deal with children who fall within the parameters of an Educational Health Care Plan and are aware of the Trust's planned emergency procedures.

Further information can be found within our:

- Managing Medicines Policy
- Educational Health Care Policy
- Intermit Care Policy

**2.6 Educational Visits** (Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Educational Visits).

The Trust aim to provide a broad and balanced curriculum and believe that School trips are an essential resource for learning and a key component of the curriculum.

Each educational visit will start with a clear identification of the educational objectives. Once identified these objectives set the agenda for a detailed plan depending on whether they fall within Category 1, 2 or 3.

- ✓ Category 1 (Standard) Head Teacher approval include visits within the school day or extended School Day not involving travel outside of the local area and not involving adventurous activities.

This is intended to cover swimming and sports fixtures and regular or routine visits to local establishment and facilities that both visiting staff and students/students are familiar with, and any hazards are addressed in the standard operating procedures.

As part of our educational visit's procedure, a blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits (sports fixtures, visits to other educational establishments and libraries, etc.)

- ✓ Category 2 (Enhanced) Head Teacher and Chair of Governors approval include visits within the School day or extended School Day which involves traveling within or outside the local area and does not involve an overnight stay, travel by sea or air or adventurous activities.

This includes trips to unfamiliar facilities, to facilities the Trust do not visit regularly, or the Trust have chosen to take part in a different activity whilst visiting a 'standard' establishment.

An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the student will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

- ✓ Category 3 (High Risk) Local Education Authority approval includes all residential visits, overseas visits and visits involving adventurous activities.

An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the student will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

All School trips are planned in advance and risk assessed in accordance with regulations and guidance. Therefore, we follow a full and comprehensive process taken from the Outdoor Education Adviser's Panel (OEAP) and record and save all documentation relating to the educational visit on EVOLVE or follow the school internal risk assessment procedure.

## Transport

As part of our visit planning, we look at ways in which we can safely transport our students and staff to and from the school, based on a number of factors.

- Travel distance and route to the location (motorway travel, busy roads, highly populated areas, or remote locations)
- Number of staff and students.
- Do any of the staff or students attending have mobility issues.
- The anticipated amount of luggage and equipment that will need to accompany us on our trip.

When considering what mode of transport will be best to use, we will conduct the following assessments.

- If we intend to hire a Coach or Minibus with driver  
To safeguard our students when travelling by hired coach/minibus, we will only employ authentic, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.
- *(Note: Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Staff should actively encourage students to keep their seatbelts fastened throughout the journey)*
- If we intend to hire a Minibus or use our own School Minibus which will be driven by a member(s) of our staff, we will ensure the nominated staff hold the correct 'Driving Category Entitlement' and that they are confident and experienced in driving larger vehicles.
- If we intend to use Public Transport or Walk or a mixture of, we will compile a risk assessment which will highlight the risks surrounding our chosen mode of transport.

## 2.6 Manual Handling (The Manual Handling Operations Regulations 1992)

The Trust is aware of the requirements placed upon it by the regulations. To meet these legislative requirements and to protect those employees who may be affected by manual handling activities, the Trust will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Health and Safety Advisor, and will consider:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the Trust are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the Centre on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

## Work Equipment

### Basic Job Training

All employees will be trained in the operation of machinery and equipment (as necessary) specific to their function and employees are required to use all equipment correctly and in accordance with their training and the manufacturer's recommendations, suitable records must be kept.

**All employees shall:**

- **NEVER** remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- **NEVER** operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is affected.

**Maintenance**

The All Saints Multi Academy Trust will ensure that all work equipment is maintained in an efficient state, in efficient working order and in good repair. Suitable records of equipment and maintenance will be kept.

**Lifting Equipment** (The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998)

The Trust will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting the equipment. A wide range of equipment is covered by these regulations including passenger/mobility lifts, portable/fixed patient/disability hoists and climbing wall lifting and supporting equipment. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

**2.7 Work at Height** (The Work at Height Regulations 2005 (amended 2007))

It is the policy of the Trust to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the centre will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.
- Ensure a Working at height risk assessment has been completed.
- Appropriate training has been provided.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

As, all buildings are situated over a several floors. Specialist contractors would be consulted to carry out any tasks which involve working at height.

**2.8 Display Screen Equipment** (The Health and Safety (Display Screen Equipment) Regulations 1992)

Employees who regularly use display screen equipment as the main part of their role, e.g., PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by

the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The Trust will ensure that free eye/eyesight testing, and correction is available for those employees identified as using DSE as defined by DSE guidance.

The Trust Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

As our students fall under section 3 of the Health and Safety at Work etc Act 1974 they are therefore, not encompassed in The Health and Safety (Display Screen Equipment) Regulations 1992. As a centre we encourage all our students to adopt good ergonomics.

## **2.9 The Personal Protective Equipment (The Personal Protective Equipment at Work Regulations 1992)**

The Trust recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The centre will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use and that it is provided free of charge.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

## **2.10 Music and Drama Copyrights (Copyright, Designs and Patents Act 1988)**

The Copyright, Designs and Patents Act 1988, is the current UK copyright law. It gives the creators of literary, dramatic, musical, and artistic works the right to control the ways in which their material may be used. The rights cover: Broadcast and public performance, copying, adapting, issuing, renting, and lending copies to the public. In many cases, the creator will also have the right to be identified as the author and to object to distortions of his work.

Types of work covered.

- Literary  
*Song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters, and articles etc*
- Dramatic  
*Plays, dance, etc.*
- Musical  
*Recordings and score.*
- Artistic  
*Photography, painting, architecture, technical drawings/diagrams, maps, logos, etc*
- Typographical arrangement of published editions  
*Magazines, periodicals, etc.*
- Sound recordings  
*May be recordings of works, e.g., musical, and literary.*
- Films  
*Broadcasts and cable programmes*

As a Trust we hold a music licence which covers us for when we are performing outside of the copyright exceptions.

Teaching - Several exceptions allow copyright works to be used for educational purposes, such as:

- the copying of works in any medium as long as the use is solely to illustrate a point, it is not done for commercial purposes, it is accompanied by a sufficient acknowledgement, and the use is fair dealing. This means minor uses, such as displaying a few lines of poetry on an interactive whiteboard, are permitted, but uses which would undermine sales of teaching materials are not.
- performing, playing, or showing copyright works in a Trust, university, or other educational establishment for educational purposes. However, it only applies if the audience is limited to teachers, students and others directly connected with the activities of the establishment. It will not generally apply if parents are in the audience. Examples of this are showing a video for English or drama lessons and the teaching of music. It is unlikely to include the playing of a video during a wet playtime purely to amuse the children.
- recording a TV programme or radio broadcast for non-commercial educational purposes in an educational establishment, provided there is no licensing scheme in place. Generally, a licence will be required from the Educational Recording Agency
- making copies by using a photocopier, or similar device on behalf of an educational establishment for the purpose of non-commercial instruction, provided that there is no licensing scheme in place. Generally, a licence will be required from the Copyright Licensing Agency.

### **3 Employees, and Non-Employees (Students, Visitors and Contractors)**

#### **3.1 Children on the Trust Premises and The Health and Safety at Work etc Act Section 3.**

The purposes of the Health and Safety at Work etc Act 1974 include protecting people other than those at work from risks to their health and safety arising out of or in connection with the activities of people at work.

Section 3 of the Health and Safety at Work Act places general duties on employers and the self-employed towards people other than their employees.

Therefore, The Trust being in 'Loco Parentis' will ensure we manage all aspects of our student's safety, welfare and health issues that are not regulated by occupational health and safety law.

The Head Teacher and the Trust Management Team have considerable autonomy in the day-to-day running of their Trust. The Head Teacher will exercise their autonomy in line with their employer's policies, procedures, and standards.

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Therefore, we will:

- Ensure that the Trust is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the Trust.
- Maintain effective communications with employers, governors, and the Trust workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

#### **3.2 Visitors and Third Parties**

##### *Access to the premises*

In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are always maintained.

### *The Trust premises (Visitors and Third Parties)*

Visitors to the Trust premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the centre's requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

### *Site locations/work areas/premises*

Any visitors to work locations that are under the control of the Trust may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a Trust's representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

## **Disability Access**

**Subject to the constraints imposed by the building's structure, the All Saints Multi Academy Trust shall:**

Make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors within the definition of the Equality Act 2010.

Staff who are, or become, disabled under the terms of the Equality Act are responsible for notifying the Chief Executive who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

## **3.3 Security**

Trust treats the security of our students as a top priority. Security arrangements are monitored and reviewed regularly by the Trust office and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure students cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked with the Chubb key as an extra security measure when the premises are empty.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitor's book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the Trust.
- Ensuring students never open the front door and staff only admit known/expected persons to the Trust.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed, and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.
- Not permitting any child under the age of 14 from collecting a student.
- Ensuring that students are handed over personally to the collecting adult.
- Maintaining a list of key-holders, held in the Trust office. Emergency Keyholders details are registered with the local police department in case of emergency.

- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality, and fire risk requirements.
- A Lockdown Procedure is in place and is practiced.

## **Contractors and Visitors to the Trust**

In conjunction with our Safeguarding Policy all contractors and visitors to the Trust are required to report to the Trust reception upon arrival. Where they will be asked to identify themselves, state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and a member of the Senior Leadership Team will be informed. Where necessary, this may lead to contact with other external agencies/partners as deemed appropriate.

## **3.4 Levels of Supervision**

Trust recognises the importance of maintaining suitable levels of supervision for our students. For staff-to-student ratios the Trust will follow the EYFS and DfE guidelines.

The following applies to all areas of the Trust:

- Students will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure students are on the premises. Daily absence procedures operated by Trust office.
- Students will be escorted and supervised in outside areas.
- Students will be supervised when eating and drinking.
- Adults will be aware of students using the toilet/bathroom.

EYFS Ratio for children aged under two:

- there must be at least one member of staff for every three children.
- at least one member of staff must hold an approved level 3 qualification and must be suitably experienced in working with children under two.
- at least half of all other staff must hold an approved level 2 qualification.
- at least half of all staff must have received training that specifically addresses the care of babies.
- where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos

EYFS Ratio for children aged two:

- there must be at least one member of staff for every four children in a maintained and non-maintained school.
- where the two-year-olds are students, staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work.
- at least one member of staff must hold an approved level 3 qualification.
- at least half of all other staff must hold an approved level 2 qualification.

EYFS Ratio for children aged three and over in maintained nursery school and nursery classes in maintained schools.

- there must be at least one member of staff for every 13 children.
- at least one member of staff must be a schoolteacher as defined by section 122 of the Education Act 2002
- at least one other member of staff must hold an approved level 3 qualification.

Reception/Infant classes are subject to infant class size legislation. The Trust Admissions (Infant Class Size) Regulations 2012

Class Sizes:

- 4 years (in the September following their 4<sup>th</sup> birthday) - 1 schoolteacher to 30 children.
- 5 years (in the September following their 5<sup>th</sup> birthday) - 1 schoolteacher to 30 children.
- 6 years (in the September following their 6<sup>th</sup> birthday) - 1 schoolteacher to 30 children.



Teachers' do not include teaching assistants, higher level teaching assistants or other support staff. Consequently, in an ordinary teaching session, a Trust must employ sufficient schoolteachers to enable it to teach its infant classes in groups of no more than 30 per schoolteacher.

### **3.5 Violence and Aggression**

The Trust will not tolerate harassment and violence of any kind. This stance is followed throughout the Trust and includes the relationships between colleagues, students/parents, and employees, and between employees and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list, and other issues may be considered by the Trust Management Team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the Trust and may result in the accuser facing disciplinary action.

The Trust will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The Trust will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The Trust will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the centre will develop a procedure which will clearly define the centre's views and their stance on zero tolerance towards violence and aggression in the workplace.

### **3.6 Offensive Weapons**

As, our students develop into maturity they naturally experiment with their behaviour and test boundaries. The younger they are the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure.

None of this excuse's poor or criminal behaviour. It increases the need to intervene as early as possible, to show that actions have consequences, and that harm is being caused.

We strive to provide an environment in which all our students feel safe, able to express themselves without judgment, by building relationships and trust whilst encouraging our students to develop a sense of personal responsibility.

All Trust owned high-risk equipment/tools which are used by the students during Home Technology, Art and Design Technology (Kitchen knives, craft knives, screw drives, files etc) are locked away when not in use and are counted out and counted back in before students are released from the lesson.

### 3.7 Drugs

When we refer to 'drugs' within this policy, this also includes alcohol, tobacco, medicines, volatile substances (aerosols, solvents, glue or petrol) and new psychoactive substances ('legal highs').

We have a key role to play in ensuring that our students understand the risks involved and have the confidence, knowledge, and skills to avoid them.

Through a strict set of Trust rules, we will discourage drug misuse:

**Medicines** - The Trust has a Managing Medicines Policy for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by DfE guidance 'Supporting students at Trust with medical conditions and appointed staff receive regular Administering Medication Training.

**Alcohol** - Students are not allowed to bring alcohol onto the Trust premises. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole Trust.

**Solvents** - The Trust will ensure that all potentially hazardous substances are stored safely and used correctly in accordance with:

- The Control of Substances Hazardous to Health Regulations 2002
- CLEAPSS
- DfE Guidance 'Safe storage and disposal of hazardous materials and chemicals'

All our lessons are carefully structured in line with DfE and CLEAPSS guidance.

In the interests of health and safety, should a student be found in possession of any solvent-based products or removing solvent-based products from the classroom, they will be confiscated and dealt with, in line with the Trust's Behaviour Policy.

**Illegal drugs** - No illegal drugs are permitted to be brought on to or used on Trust premises.

In the interest of safeguarding staff will remain vigilant of strangers or known drug users or dealers hanging around outside the Trust.

The Trust has a no-mobile phone policy and staff will remain vigilant of students using mobiles during Trust hours.

Should a student be found in possession of illegal drugs then a permanent exclusion is possible in line with the Trust's Behaviour Policy

### Smoking / Vaping – Electronic Cigarettes

It is the Policy of the All Saints Multi Academy Trust that smoking is prohibited in all of its premises and all areas of the workplace inclusive of vaping materials.

### 3.8 Lockdown

Our Trust is generally a safe place for all our students and staff. However, we cannot control what happens outside our Trust. Therefore, we have created a lockdown procedure which accompanies our lockdown policy detailing what action(s) the Trust will take in order to ensure the safety of all our students and staff.

The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm maybe activated by a member of staff based on what they have seen or heard.

It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and students in the Trust.

- A reported incident, disturbance in the local community
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the Trust
- The proximity of a dangerous dog roaming nearby.
- An intruder on the site

- Unauthorised visitors

### **3.9 Protection of Young Persons on Work related placement.**

The Trust will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory Trust age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e., work placement, then the placement organisation must be involved in the assessment process.

### **3.10 Lone Working**

The Trust endeavours to avoid lone working whenever possible. However, the Trust Management Team are aware that employees may be required to work alone at either the Trust premises or when visiting/working at child's/ parents' home. The Trust recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Trust Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

If not returning to the Trust base at the end of the last visit, notify their appointed member of the Trust Trust Management Team to inform them that they have left their client/location and they are okay (or otherwise)

### **3.11 New and Expectant Mothers**

The Trust is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the centre stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Trust Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the centre will take action to remove, reduce or control the risk. If the risk cannot be removed, the centre will take the following actions:

**Action 1** - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

**Action 2** - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

**Action 3** - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

### **Stress Management**

As an Employer, the All Saints Multi Academy Trust is required to take reasonable care to protect the psychological health and safety of its employees.

Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

People react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The All Saints Multi Academy Trust supports systems to prevent, lessen and alleviate stress:

**Job Descriptions** to bring certainty to the individual's tasks and responsibilities.

**Performance Management** to regularly review staff performance and to identify early, problematic or stressful areas.

**One to one interview** are available to all staff, to assist in promoting good communications and a positive health and safety culture.

Support is also available on a confidential basis through APL, the Trust's Occupational Health provider, who may recommend a Workplace Stress Risk Assessment is completed.

### **Workplace Welfare**

The Workplace (Health, Safety and Welfare) Regulations cover a wide range of basic Health and Safety issues.

The All Saints Multi Academy Trust will ensure that their premises meets the Health, Safety and Welfare needs of all its employees, contractors and visitors.

Management will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, housekeeping, and general welfare - toilets, washing facilities, drinking water, changing rooms and eating/rest facilities.

Management will ensure that so far as reasonably practicable workplace facilities are maintained to an acceptable level.

### **3.12 Occupational Health**

The Trust will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Hearing tests are included within the pre-employment screening and continued at intervals, as prescribed by the appointed Occupational Health Practitioner.

Health risks are included within the centre risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Trust Management Team and includes the use of a health questionnaire (completion is required for each employee)

**3.13 Public Health (Control of Disease)** (Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020 Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020)

The Trust recognises that staff and students will suffer from various types of illness and infections. However, no-one knows exactly when the centre will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS,

Parliament, industry and public with evidence-based professional, scientific and delivery expertise, and support.

In order to maintain a clean and hygienic Trust the following health and safety arrangements are in place.

- A cleaning rota has been established for all areas of the Trust.
- A cleaning rota has been established for all Trust equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g., plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of students.
- All premises are to be cleaned and tidied before students arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The Trust office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets, and staff meetings.

The Trust promotes good personal hygiene practices.

- Staff and students are encouraged to observe good practice in matters of personal hygiene at all times.
- Students are encouraged to use the toilets correctly.
- Students are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Students are encouraged to place their hands over their mouths when they cough or sneeze.
- Students are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Students are taught hygiene awareness through planned and spontaneous discussion, routines, activities, and topics.
- Staff are encouraged to set a good example to students in matters of personal hygiene.
- No dogs are allowed on Trust premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets, and staff meetings.

### **3.14 Sharing Information (The Health and Safety (Consultation with Employees) Regulations 1996)**

The Trust Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the Trust will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the centre competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The Trust encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Trust Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The Trust fully involves or will involve employees where English is their second language, including labour only. The Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

### **3.15 Safety Training**

Preventing accidents and ill health caused by work is a key priority for everyone at the Trust. The Board of Governors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the Trust Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Trust Management Team will be responsible for ensuring that the centre and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the Trust. This matrix will provide the Trust Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team, assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

### **3.16 Refusal to Work on the Grounds of Health and Safety**

The Trust will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The Trust will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the centre will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.

- If a member of the Trust Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the Trust Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the centre.

### **3.17 Dogs on the Trust premises**

Dogs are only allowed on Trust premises for educational purposes or with students, staff or members of the public as a registered service dog.

**The following advice is given out to parents who bring their dogs to Trust at drop off and pick up times.**

Dogs are an important part of family life for many in the Trust community, and as such are often included in day-to-day activities such as walking children to and from Trust. However, others may find the presence of dogs in the playground and Trust grounds stressful, even frightening particularly with younger children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy, and crowded environment.

Consequently, dogs are not permitted to access Trust grounds. The Trust's priority is the safeguarding of its children and staff.

#### **Dogs being brought into Trust as an educational activity for students.**

From time to time a dog might come into Trust as part an educational activity. This could be linked to a curriculum topic on animals or pets, fund raising for Guide Dogs or workshops by the Blind and Dogs Trust.

In these cases, the following guidance will be adhered to:

- A risk assessment is completed prior to the visit and the dog is from a recognised organisation that can show evidence of the dog's nature and temperament.
- The organisation has public liability insurance.
- Parents/carers have been informed of the proposed visit/how the visit will be carried out.
- The extent of interaction with the students and permission slips received.
- Alternative arrangements for students that may not wish to participate in the activity.
- All necessary arrangements have been put in place prior to the visit, as agreed with the organisation bringing in the dog. This should take into consideration size, breed of dog, age group and numbers of children.
- Consideration taken of any allergic reactions to dogs that students or staff may have.
- Good hygiene and hand washing procedures in place for students.

The only exception to the above is if they are working guide dogs. (Engaged as a seeing aid)