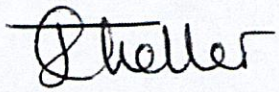
Wessex
Learning Trust

We Learn Together

Health and Safety Policy



This policy will be reviewed by the Board of Trustees every two years.



Signature:
Name: Mrs Jayne Keller
Position: Chief Executive

Date: 01/10/26



Signature:
Name: Mr Paul Jacobs
Position: Chair of Trustees

Date: 01/10/26

Date approved by Trust Board: October 2026
Review Date: October 2028

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Section 1

1. Wessex Learning Trust Health & Safety Policy Statement

This Policy Statement applies to all academies and employees within the Wessex Learning Trust.

It is the policy of the Wessex Learning Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working, studying, participating or supporting events on or outside its premises where associated activities are involved.

The Trust will ensure, so far as is reasonably practicable, that:

- premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public.
- there are safe systems of work for all employees, students, contractors and volunteers.
- suitable and sufficient work equipment is provided.
- there are adequate welfare arrangements.
- information, instruction, training and supervision is provided to employees, students, contractors and volunteers to ensure their competency to perform their tasks.

The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its academies and client's activities. When staff or students operate on behalf of the Trust, an assessment of risks specific to the activities, or tasks will be prepared where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities or tasks can be conducted in a safe manner. A significant risk is defined as a risk of high probability that is likely to create an impact of some significance and therefore requires risk controls/barriers to reduce that risk to an acceptable level.

Whilst day-to-day management of health and safety can be delegated to the individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees as the employer.

Specific health and safety policies of each Trust academy must integrate into this Health and Safety Policy. This will support the Trust to deliver its overall health and safety responsibilities and ensure good and consistent practice in all Trust academies. A template academy policy is attached at Section 2 for academies to complete.

All Members, Trustees, Local Partners, Headteachers (Executive Headteachers) and members of staff must familiarise themselves with the contents of this statement, organisational structure and individual academy arrangements together with supporting sources of safety information and guidance from the Trust's externally commissioned competent person. This is provided by Educating Safely who can be contacted via email at: enquiries@educatingsafely.co.uk or via telephone on 0800 288 4775.

The current governance structure of the Trust can be found on the Wessex Learning Trust website here: Wessex Learning Trust

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Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate individual in their academy (for example the Academy's Leadership Team) and/or the Trust's leadership team.

The Trust commits itself to implementing the Health and Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation, where legally applicable and relevant. The Trust's competent health and safety representative (Educating Safely) will provide academies' leadership with regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the Trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the academies, and itself. We aim to encourage, support and develop a positive and proactive approach for students through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively. This policy and our health and safety standards will be kept under continual review in the interests of improvement.

2. Wessex Learning Trust Organisation and Responsibilities

Wessex Learning Trust recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the Trust, each Trust Academy and anyone who visits Trust premises.

The Trust understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Board of Trustees. This Trust Health and Safety Policy directly relates to the Board of Trustees, as a corporate body, the Local Partnership Boards, the (Executive) Headteachers of individual academies within the Trust and the Executive Team (including the Chief Executive, Deputy Chief Executive, Director of Operations and Director of Estates).

Each academy is required to acknowledge the Trust's organisational approach to health and safety and complement it with its own organisational structure and arrangements. Prime delegation for the delivery of health and safety falls to the (Executive) Headteacher, which may include the delegation of various roles to colleagues in order to maintain a robust safety system. The Trust will monitor the approaches taken and require management reports to assess statutory compliance.

The duties and responsibilities assigned to each of these groups are set out below.

2.1 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust and to comply with all legal requirements.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring Trust safety management systems, managing the

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Trust Board Assurance Framework and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, contactors and/or visitors.

The Board of Trustees committees, the Local Partnership Boards and the Executive Team will be kept informed of all developments relating to health and safety matters.

The Board of Trustees' responsibilities are to:

- ensure each individual of the Trust Board accepts their individual role in providing health and safety leadership for the Trust.
- ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- ensure that its decisions reflect its health and safety intentions, as articulated in the Trust's Health and Safety Policy statement.
- warrant that all external and third-party contracts that are awarded across the Trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate.
- ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the Trust to meet its statutory requirements.
- ensure the Executive Leadership Team and Headteachers/Executive Headteachers assist the Trustees by:
    - implementing and reviewing policies
    - strategic and operational decision making
    - identify ways of reducing the likelihood of people getting harmed by the Trust's activities
    - providing findings from health and safety audits/visits
    - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out
    - complying with the Reporting of Injuries Diseases and Dangerous
    - Occurrences Regulations (RIDDOR)
    - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation
    - ensuring that there is an overall development plan outlined and implemented
- provide and ensure an informed, proportionate and prioritised risk management system for the Trust is implemented and monitored.
- establish and ensure effective accident reporting and investigation procedures are in place across the Trust.
- ensure there are effective and adequate formal internal and external communications on health and safety across the Trust.
- ensure monitoring of compliance contracts throughout the Trust is undertaken and suitable reports are provided to the Director of Estates and reported to the Trust, e.g. fire risk assessments, asbestos surveys and management systems and water hygiene monitoring.
- ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and lockdown of all the Trust premises. Contingency emergency

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arrangements must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements

- confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the Trust
- ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding

2.2 Finance and Business Services (FBS) Committee

The FBS Committee's responsibilities are to:

- identify and manage risk associated with Health and Safety at all levels of the Trust.
- Inform the Board of Trustees openly and transparently on:
    - implementing and reviewing policies
    - strategic decision making in relation to Health and Safety
- receive reports from the Director of Operations/Director of Estates which incorporate information and advice from independent health and safety specialists, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every academy.
- ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all the Trust's premises are in place. These must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.

2.3 Director of Operations

The Director of Operation's responsibilities are to:

- gather data, record, monitor and provide reports to the Board of Trustees on the effectiveness of the Trust's health and safety systems to ensure that the Board of Trustees is satisfied with the support and governance of health and safety and that the Trust is getting value for money.
- ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the Trust is warranted and implemented.
- implement and review individual Health and Safety Policies, in co-operation with the (Executive) Headteachers of the individual academy to ensure that they reflect the status of the academy and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.
- consider the impact of health and safety in all strategic and operational decision making.
- implement ways of reducing the likelihood of people being harmed by the Trust's activities.
- ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- receive a progress report on individual academy findings, issues and progress to date on health and safety audit action plans.
- carry out spot checks on specific target areas for consistency of approach and compliance.
- have an effective accident reporting and investigation procedure across the Trust.
- monitor and review contingency emergency arrangements that are in place to ensure that the Trust's strategic and education operations continue in line with statutory requirements.

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Some of the above tasks may be delegated to the Director of Estates.

2.4 (Executive) Headteachers

The (Executive) Headteacher's responsibilities are to:

- ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly.
- ensure that sufficient resources are allocated and authorised within the academy's budget to meet statutory procedures and standards for health and safety across the Trust.
- consider the impact of health and safety in all strategic and operational decision-making.
- implement ways of reducing the likelihood of people being harmed by the Trust's activities.
- monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- implement and monitor an informed, proportionate and prioritised risk management system for the academy.
- monitor the structure, attendance, agendas and minutes from the academy Health and Safety Committee.
- enable and encourage regular feedback from the academy in relation to their health and safety function and be the point of contact to enable staff representatives, and the Senior Leadership Team of the academy to discuss higher level health and safety issues e.g. funding and building issues.
- record, implement, monitor and review the business continuity plan for the academy including emergency plans and procedures for the safe evacuation and lockdown of the academy's premises.

The (Executive) Headteacher may be supported by the academy operations and site staff in undertaking the above tasks.

2.5 Other Employees

Under the Health and Safety at Work Act etc. 1974 (sections 7 and 8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety responsibilities. Employees must take reasonable care for the Health and Safety of themselves and others affected by their acts and omissions.

All employees' responsibilities are to:

- always comply with the Trust's health and safety policy and procedures.
- report all accidents and incidents in line with the reporting procedure.
- report immediately to their line manager any shortcomings in the Trust's or an academy's arrangements for health and safety.
- co-operate with the employer and others to enable them to fulfil their legal obligations.
- not interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety and welfare.

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- inform the Trust's or academy's management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc.
- ensure that they only use equipment, machinery or substances that they are competent / have been trained to use and use it in accordance with training or instruction given by the employer.
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- report to the employer any serious or imminent danger and any other 'Health and Safety Cause for Concern" using the local reporting procedure.

2.6 Trained First Aiders

Staff who are competently trained will be appointed as first aiders and will receive refresher training as necessary. Training is arranged by each individual academy.

First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Notices giving details of first aiders and the whereabouts of first aid facilities must be displayed in appropriate location/s within each academy.

Where the academy has nursery and/or reception aged children the academy must have first aiders trained in paediatric first aid.

2.7 Trade Union Representative

Any trade union representative will be encouraged to fulfil their duties as well as being released for any appropriate training. They will consult regularly with the health and safety representatives on health and safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedures.

2.8 Competent Health and Safety Advice

The Trust will appoint a competent health and safety advisor to meet their management and Board legal duties.

The Trust's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as published within the Service Level Agreement for the Trust.

A summary of the Service Level Agreement is to:

- Deliver to each academy in the Trust the health and safety management package, which comprises the retention of Education Safely LLP as 'Competent person' within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations. To include:
    - provision of up-to-date guidance and advice with unlimited access to Helpdesk via telephone (0800 288 4775) and email (enquiries@educatingsafely.co.uk).
    - review of health and safety policies to ensure they are fit for purpose and effective - during the audit process

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- full support with EEC Safety Management System
- RIDDOR Reporting
- endorsement of External Visits via EEC live
- annual audit of management systems and procedures in order to confirm compliance for the Trustees
- Delegate place for each academy at the Educating Safely Annual Health and Safety Seminar

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Section 2

1. Individual Academy Health and Safety Policy

XXXX ACADEMY

1. Aims

The academy aims to:

- provide and maintain a safe and healthy environment
- establish and maintain safe working procedures amongst staff, pupils and all visitors to the academy site
- have robust procedures in place in case of emergencies
- ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation and policy framework

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees, contractors, visitors and others who may be affected by their undertaking.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out display screen equipment (DSE) assessments and provide eye and eyesight tests for eligible users.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
- Control of Asbestos Regulations 2012, which details the 'duty to manage' asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- The Construction (Design and Management) Regulations 2015, the main set of regulations for managing the health, safety and welfare of construction projects.
- Legionella bacteria in water systems (L8): Approved Code of Practice and guidance, contains practical guidance on how to manage and control the risks in your system.

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The academy follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

This policy complies with the Trust's Health and Safety Policy Statement.

3. Roles and responsibilities

The following is a structure and an outline of duties and responsibilities that have been assigned to the Headteacher, Local Partnership Board and members of staff.

School to insert Health and Safety responsibility structure chart.

3.1 The Local Partnership Board

The Local Partnership Board (LPB) are responsible for complying with health and safety legislation and the Trust's Health and Safety Policy. Whilst the LPB holds these responsibilities it may delegate day-to-day responsibility to the Headteacher/Executive Headteacher.

The Local Partnership Board must ensure that:

- The LPB has a duty to take reasonable steps to ensure that staff, pupils, visitors and contractors are not exposed to risks to their health and safety. This applies to activities on or off the academy premises
- Where reasonably practicable sufficient resources are allocated and authorised within the academy budget to meet statutory procedures and standards for health and safety within the academy
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the academy premises and in line with current legislation
- The Local Partnership Board appoints a Health and Safety Partner and receives an annual audit of health and safety systems and standards for the academy
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation and lockdown of the academy
- Health and safety is on the agenda by including it intrinsically with business discussions
- A Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year
- Ensure that the Headteacher reports areas of non-compliance to the Chief Executive.

The Trust, as the employer, also has a duty to carry out the following activities. The task of carrying out these duties is delegated from the Board of Trustees to the Local Partnership Board:

- Assess the risks to staff and others affected by academy activities in order to identify and introduce the health and safety measures necessary to manage those risks

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- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 The Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- implementing and complying with the health and safety policy
- ensuring there is enough staff to safely supervise pupils
- ensuring that the academy building and premises are safe and regularly inspected
- providing adequate training for academy staff
- ensuring appropriate evacuation procedures are in place and regular fire drills are held
- ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- ensuring all risk assessments are completed and reviewed
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- co-operating with the Local Partnership Board to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with
- ensuring a positive health and safety culture is encouraged and developed within the academy
- ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the Local Partnership Board and other agencies where necessary
- ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. A communication plan will be required to ensure the emergency plan, when activated, can be effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding
- communicating the policy and other appropriate health and safety information to all relevant people, including contractors
- carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person
- ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training
- ensuring that a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year
- ensuring consultation arrangements are in place for staff. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace
- reporting to the Local Partnership Board, the Chief Executive and the Director of Operations including any areas of noncompliance and any hazards which cannot be rectified within the academy budget
- ensuring that the premises, plant and equipment are maintained in a safe working condition

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- ensuring that the academy appoints a lead first aider and lead on pupil medication. This can be held by one post holder.
- ensuring that the academy appoints a named Educational Visits Co-ordinator (EVC) and Lead/Deputy Party Leaders, who have received relevant training to carry out the role. The EVC should be a senior member of staff.
- ensuring that pupil off site visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:
    - ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
    - ensure information and arrangements to parents/carer's of pupils on all off-site visits or learning outside of the classroom activities are communicated effectively

The Headteacher may either undertake or devolve certain tasks to appropriate senior staff or managers within the academy. Some health and safety responsibilities have been delegated by the Headteacher to the Operations or Site Staff (where applicable) as detailed below. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within their academy.

3.3 Operations Lead

The Operations Lead is responsible and accountable for delivering the academy's health and safety strategic plan in collaboration with the Headteacher. They must also ensure the academy meets and adheres to the health and safety legislation, as advised by the Trust's competent health and safety provider.

The Operations Lead's responsibilities are to:

- be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the academy premises.
- develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements
- review existing health and safety policies and procedures in the academy, to ensure all staff, students and contractors adhere to them.
- be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation and lockdown of academy premises.
- to ensure that the academy's asbestos register and the asbestos management plan is maintained and available as required.
- investigate all serious incidents and liaise with appropriate authorities and third parties as necessary.
- convene and attend all Health and Safety Committee meetings. Working with the Headteacher to ensure that a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The purpose and objectives of the committee are to be defined, and the committee must meet a minimum of three times per year.
- monitor purchasing and contracting procedures to ensure compliance with the academy's Health and Safety Policy.
- ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the academy

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- ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required
- be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the academy premises. This should be undertaken with guidance from the Trust's Director of Operations and Director of Estates.
- ensure competency of all contractors engaged by the academy to undertake work or activities at the academy. Competency checks could include insurance, financial viability, health and safety policies, Exor registered, method statements, risk assessments, accident records, DBS etc.
- ensure significant building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. a 'Principal Designer' has been appointed.
- ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, academy activities, ensuring safeguarding requirements are met.
- reporting to the Headteacher any areas of non-compliance and any hazards which cannot be rectified within the academy's budget.
- ensure the academy gets approval from the Trust ahead of entering into any new contracts.
- ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.
- ensure the development of the overall health and safety plan.
- to keep 'I am Complaint' system up-to-date.

3.4 Site Manager (if applicable)

The Site Manager is responsible and accountable to the Operations Lead and Headteacher for all matters relating to health, safety and welfare within the scope of their duties.

The Site Manager's responsibilities are to:

- report to the Operations Lead any non-compliance, defects and hazards that are brought to their notice.
- notify the Operations Lead whenever contractors are due to enter the academy to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work.
- ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Operations Lead for actions to be considered, authorised and implemented.
- support and contribute to the effective operation of the Health and Safety Committee.
- be responsible for coordinating all contractual work and maintenance carried out on academy premises, including health and safety matters concerned with other contractors.
- in conjunction with the Operations Lead ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- ensure that all site, cleaning and catering staff are equally aware of the academy's Health and Safety Policy and that they are aware of any arrangements of the policy that affects

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their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.

- implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the academy. Once tested ensuring that a full list of items tested is generated and retained.
- implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc.
- implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- ensure that all contractors share the academy's commitment to safeguarding children.
- undertake and co-ordinate the site team's specific emergency procedures, as detailed in the emergency plan.
- manage full details of compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

3.5 Deputy & Assistant Headteachers, Heads of Faculty/Department, Heads of Houses and Support Staff Line Managers

Line Managers are responsible to the Headteacher/Operations Lead for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- applying the academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher/Operations Lead for the application of the health and safety procedures and arrangements to all staff and students.
- developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk departments, such as Science, Design and Technology, PE, Art and drama/performing arts.
- maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), AfPE (Association for Physical Education) and ensure that all staff are aware of and make use of such guidance.
- ensuring regular health and safety risk assessments are undertaken and reviewed regularly for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- ensuring that appropriate safe working procedures are brought to the attention of all staff under their control.
- ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.

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- resolving any health, safety and welfare problems members of staff refer to them and inform the Headteacher/Operations Lead of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- carrying out termly inspections (as a minimum – 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with academy procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- checking the adequacy of fire precautions and procedures in liaison with the Headteacher/Operations Lead. Ensuring that a copy of the lockdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Notify the Headteacher/Operations Lead of any identified training needs annually via the training development plan and as part of the induction programme for any new staff that join during the year.
- ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms.

3.6 Teaching Staff, Cover Supervisors and Supply Teachers

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. To achieve this, their duties include the following:

- ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students
- implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood
- carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to
- ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the academy and the detailed requirements, or arrangements for activities relevant to them
- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety

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- exercising effective supervision of students and maintain an awareness of emergency procedures in respect of lockdown, fire, first aid and accident or incident reporting.
- setting an example by personally following safe working practices
- ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- ensuring that all electrical and other equipment, particularly in higher risk areas, is visually checked before use
- reporting to the Line Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced
- integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons
- highlighting any training needs deemed necessary to fulfil their role to their line manager
- establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility

3.7 All Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- always comply with the Trust and academy's health and safety policy and procedures.
- work in accordance with training and instructions.
- model safe and hygienic practice for pupils.
- understand emergency evacuation procedures and feel confident in implementing them.
- report all accidents and incidents in line with the reporting procedure.
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and/or use the system available for doing this, and where relevant, taking any immediate safety action to stop the issue causing harm to others while a remedy is put in place.
- report immediately to their line manager any shortcomings in the academy's arrangements for health and safety.
- co-operate with the academy's leadership and management on all matters relating to health and safety.
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- inform their immediate line manager if something happens that might affect their ability to work, e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, becoming pregnant or any other matter that may impact on the safe and healthy performance of their role.
- ensure that they only use equipment or machinery that they are competent/have been trained to use.

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- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3.8 Pupils and Parents/Carers

All pupils and parents/carers are required to:

- adhere to detailed procedures and policies at the academy.
- cooperate with all staff on health and safety matters.
- not interfere with anything provided to safeguard their own health and safety.
- take reasonable care of their own health and safety.
- report all health and safety concerns to a member of staff.

3.9 Contractors

All contractors must report to reception, be signed in and given an identity/visitors' badge. On leaving the site they will need to sign out and inform the appropriate member of staff of the work that has been carried out and any further work that is required.

Contractors will agree health and safety practices with the Headteacher/Operations Lead/Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

A contractor's health and safety record will be taken into consideration as part of any procurement selection process.

Alternative arrangements maybe required for any works completed out of school hours.

3.10 Visitors

All visitors must report to reception, be signed in and given an identity/visitors badge. On leaving the site visitors will need to sign out.

Visitors will be provided with site safety and safeguarding information on arrival.

3.11 Work Experience Students

A nominated person will provide a health and safety induction to work experience students. The nominated person will also carry out the risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider.

The student(s) will be monitored/supervised by the class teacher or other member of staff that they are assigned to and liaise, if necessary, with the nominated person.

3.12 First Aiders and Nominated Persons

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Staff who have received appropriate and competent first aid training will be appointed as First Aiders and will undertake refresher training as required to maintain their competency.

Appointed First Aiders are responsible for ensuring that a fully stocked first aid kit is available at their normal place of work to enable an effective response to any incident. They must also ensure that first aid cupboards and first aid boxes contain an adequate supply of incident reporting forms to facilitate timely accident and incident reporting.

First Aiders are responsible for:

- providing immediate first aid treatment for injuries resulting from accidents or incidents occurring within the academy and ensuring that students receive appropriate care and advice.
- ensuring that parents/carers are informed whenever a student receives first aid treatment.
- arranging, where necessary and in consultation with emergency services, parents/carers, or members of staff, for an injured student or member of staff to be escorted to a doctor, medical centre, or hospital when injuries are considered more serious. Parents/carers must be informed of the individual's condition and destination.
- completing accident and incident reports for all accidents affecting staff, students, visitors, contractors, and any other persons on site.
- immediately informing the Headteacher, or their nominated representative, of all serious accidents or incidents.
- notifying the Headteacher of any incident that may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) within 24 hours of the incident occurring.

This procedure ensures that appropriate first aid provision is maintained across the academy and that all incidents are managed, recorded, and reported effectively.

3.13 First Aid Coordinator

The First Aid Coordinator will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the academy using their own knowledge and skills, to contribute positively to the overall welfare of the academy and its students.

The First Aid Coordinator is responsible for:

- maintaining academy and student records of first aid support given to staff and students.
- maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes.
- completing accident reports in respect of all incidents affecting staff, students and other persons on site.
- immediately informing the Headteacher of all serious incidents.
- informing the Headteacher of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- analysing the accidents and reporting them to the Health & Safety Committee on a termly basis.

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- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary in the academy.

3.14 Appointed Educational Visits Coordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- attend appropriate and relevant training when required to ensure the competence for the role.
- coordinate pupil off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- ensure that advice from the SENCO is sought if applicable for individual students.
- ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
- ensure communication of all relevant information and arrangements to providers of off-site visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.
- ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities.

Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom The OEAP | (oeapng.info) , the Foreign Office, and the Trust, when appropriate.

3.15 Competent Health and Safety Advice

The Trust's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as published within the Service Level Agreement for the Trust.

A summary of the Service Level Agreement is to:

- Deliver to each academy in the Trust the health and safety management package, which comprises the retention of Education Safely LLP as 'Competent person' within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations, provision to include:
    - Provision of up-to-date guidance and advice with unlimited access to Helpdesk via telephone (0800 288 4775) and email (enquiries@educatingsafelty.co.uk).
    - Review of health and safety policies to ensure they are fit for purpose and effective - during the audit process
    - Full support with EEC Safety Management System
    - RIDDOR Reporting
    - Endorsement of External Visits via EEC live
    - Annual Audit of management systems and procedures in order to confirm compliance for the Trustees
    - Delegate place for each academy at the Educating Safely Annual Health and Safety Seminar

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3.16 Trade Union Safety Representative

There is no requirement to have a union health and safety representative at the academy. If a person wishes to represent staff, they should have been employed by the academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. They will be entitled to inspect the academy in accordance with the agreed Trade Union procedures.

4. Site security

The Site Manager/Head Teacher is responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

5. Fire

The academy maintains a fire log containing full details of evacuations, servicing and checks.

The log is regularly updated by the Site Manager/ Estates Coordinator/ Operations Lead. The log is held on I am Compliant.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices, and free from obstructions. Final exit doors must be unlocked while there are people in the building.

Fire risk assessment of the premises is maintained and reviewed regularly (minimum annually.)

Emergency evacuations are practised at least three times per year. Details are recorded in the academy's fire logbook/I am Compliant.

The fire alarm is a continuous alarm bell.

Fire alarm call point testing will take place at least once a week. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. The results will be recorded on I am Compliant.

Fire extinguishers and emergency lighting are formally inspected at least annually. Details are recorded. Extinguishers should not be used by untrained individuals.

The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known and made available to emergency services as required.

New staff will be trained in fire safety as part of their induction training and all staff and pupils will be made aware of any new fire risks.

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In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are the assembly points:

  Insert Fire Assembly Points

- Tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The academy will implement appropriate arrangements to support the safe evacuation of individuals with mobility impairments or other disabilities. Fire risk assessments will specifically consider the needs of these individuals to ensure that suitable control measures and emergency evacuation procedures are in place.

A fire safety checklist can be found in Appendix 1.

Please refer to the Fire Safety Policy.

6. Lockdown procedures

Management of the lockdown procedure is the responsibility of the Headteacher. The Headteacher will devise and communicate the lockdown procedure to all necessary staff, pupils, parents/carers, contractors and visitors.

The lockdown procedure will be practiced and reviewed at least annually.

7. COSHH

The academy is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

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An inventory of all hazardous substances used on site is maintained by the academy and reviewed regularly.

Control of substances hazardous to health (COSHH) risk assessments are completed by insert individual and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. The COSHH register is located in insert location.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8. Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

9. Legionella

The academy recognises that the management of water hygiene is essential to ensure the prevention of Legionnaires disease, which is a potentially fatal pneumonia caused by legionella bacteria, and other diseases caused by water borne organisms.

Legionnaire's disease can occur from exposure to legionella bacteria, usually in airborne water droplets, mists or vapours, generated from systems such as cooling towers, evaporative condensers and hot and cold water services. The propagation of Legionella bacteria is enhanced by the following system conditions:

- Where the water temperature in a system falls between 20ºc and 45ºc, the active temperature range of the bacteria.
- Systems in which water is re-circulated or stored.
- Situations where bacteria growth is supported by the presence of biofilms and other organic material, scale, rust or sludge which provide nutrients to the bacteria.

The Headteacher is appointed as the responsible person for implementing arrangements to control the risk of legionella and for reviewing the effectiveness of the arrangements. The Headteacher appoints the Operations Lead as the deputy responsible person and will ensure that arrangements are in place if either the responsible person or their deputy are not available.

The Headteacher will manage potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

- identifying and assessing sources of risk.
- implementing, managing and monitoring Legionella control measures (detailed below).

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- ensuring that suitable and sufficient staff, training and financial resources are available.
- keeping up-to-date records.

The following control measures are designed to mitigate the risk of Legionella exposure and should be delivered in accordance with Legionella bacteria in water systems Approved Code of Practice:

- a Legionella risk assessment is carried out every three years. This risk assessment will be reviewed at least annually and when significant changes have occurred to the water system and/or building footprint.
- little used water outlets will be tested at least weekly.
- sentinel temperature checks will be completed at least monthly.
- disinfection of showers will be completed at least quarterly.
- calorifiers, thermostatic valves and water storage tanks will be inspected at least annually and the necessary cleaning/servicing undertaken.
- control measures will be completed by a suitable competent individual.
- the Site Manager/Operations Lead is responsible for ensuring that the identified control measures are conducted and recorded.

If an outbreak of Legionella bacteria is expected the Headteacher should contact the Director of Estates as a matter of urgency.

The necessary notification to the Health and Safety Executive along with the necessary remedial action will be undertaken immediately by a suitable competent individual.

10. Asbestos

The asbestos management plan and associated guidance is attached as Appendix 2 and 3.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the academy and the action to take if they suspect they have disturbed it.

An asbestos condition survey must be undertaken every 5 years. If asbestos is identified, a decision must be made as to whether the asbestos should be removed, in consultation with the Director of Estates. If the asbestos is not deemed to be a risk, due to its location and/or condition, the Headteacher will become responsible for its management.

A regular (minimum annual) inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Headteachers and the Director of Estates.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

Arrangements are in place to ensure that contractors are made aware of any asbestos in the area that they will be working in and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, until the area is declared safe, and report to the Headteacher. Contractors are required to sign and confirm that they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

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11. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

11.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Headteacher/ Operations Lead immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person in line with the risk assessment. A PAT register is maintained and all defects identified are either repaired or removed immediately.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Staff are informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) can be evidenced.

Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound.

Hirers of the academy's facilities, contractors and visitors must ensure that any electrical equipment they bring into the academy must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

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11.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before use.

Any concerns about the condition of any PE equipment including facilities such as the playing field, astro pitch, tennis court will be reported to the Head of PE/PE subject leader/Operations Lead.

PE equipment will be inspected annually by a competent person.

11.3 Outdoor play equipment

External play equipment will only be used when supervised. The equipment will be checked daily and reported weekly by staff for any apparent defects and for contamination by animals.

Outdoor play equipment will be independently inspected termly by a suitably qualified individual. It is the Headteacher's responsibility to ensure any defects or recommendations included in inspection reports are acted on.

11.4 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. The assessment should be reviewed every 2 years or where something may have changed, e.g. workstation has moved or changed in any way.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

11.5 Specialist equipment

Parents/Carers are responsible for the maintenance and safety of their children's individual specialist equipment such as wheelchairs. In the academy, staff promote the responsible use of such equipment. Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

12. Glazing

Glazing surveys are completed, as necessary, in critical locations and any required actions taken.

13. Lone working

Lone working may include:

- Late working
- Home or site visits

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- Weekend working
- Site Manager/Operations Lead duties
- Site cleaning duties
- Emergency call outs
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken the colleague's line manager must be informed about where the member of staff is and receive confirmation of their safe return.

A risk assessment should be completed for instances of lone working. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

14. Working at Height

The academy will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment should be completed for instances of working at height. In addition:

- Late working
- The Site Manager/Operations Lead retains ladders and 'hop ups' for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders and 'hop ups'
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Contractors are expected to provide their own equipment and will not be permitted to use the academy's equipment.

15. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The academy will ensure that proper mechanical aids and lifting equipment are available where necessary and that staff are trained in how to use them safely.

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to academy staff.

Staff and pupils are expected to use the following basic manual handling procedure:

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- Plan the lift carefully and assess the load before moving it. If the load is heavy, bulky, or awkward, use an appropriate mechanical aid, such as a trolley, or seek assistance from a colleague.
- Use the most direct route available, ensuring it is free from obstructions and, where possible, level and even.
- Ensure that the intended offloading area is clear and suitable before moving the load.
- When lifting, bend at the knees, keep your back straight, and position your feet apart with one foot slightly in front of the other for stability. Hold the load securely and close to your body. Lift smoothly and steadily, avoiding twisting, overreaching, or sudden movements wherever practicable.

Expectant mothers must not undertake any hazardous manual handling activities.

16. Off-site visits

The academy must appoint an Educational Visits Coordinator (EVC) who is a senior member of staff. Where such an individual has not been appointed, the roles and responsibilities remain with the Headteacher.

When taking pupils off the academy premises, the academy will ensure that:

- Risk assessments are completed
- All off-site visits are appropriately staffed
- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on academy trips and visits
- For academies with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage

Approval for offsite visit and risk assessments are to be submitted via the EEC system for checking and verification by the EVC. The risk assessment should be submitted no later than 5 working days before the planned visit departure. Risk assessments must be shared with the staff attending the visit.

17. Lettings

This policy applies to lettings. Those who hire any aspect of the academy site or any facilities will be made aware of the content of the academy's health and safety policy by the Headteacher and will have responsibility for complying with it.

18. Violence at work

The academy is committed to providing a safe and secure working environment for all staff. No member of staff should be subjected to violence, threats, intimidation, abuse, or aggressive behaviour while carrying out their duties. Such behaviour will not be tolerated under any circumstances.

All incidents of violence, aggression, threatening behaviour, abuse, or near misses must be reported immediately to the Head Teacher/Operations Lead and recorded using the Accident/Incident Report

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Form (Appendix 4). This requirement applies to incidents involving pupils, parents, visitors, contractors, or other members of staff.

All reported incidents will be investigated appropriately, and suitable measures will be implemented to reduce the risk of recurrence and to support those affected. Where necessary, the academy will involve external agencies, including the police, to ensure the safety and wellbeing of staff.

19. Smoking

Smoking is not permitted anywhere on the academy premises. This includes electronic cigarettes/vapes. Please refer to the Trust No Smoking policy.

20. Infection prevention and control

Academies with Early Years Foundation Stage provision follow national guidance published by Public Health England when responding to infection control issues.

Staff and pupils are encouraged to follow this good hygiene practice, outlined below, where applicable.

20.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels/air dryers.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

20.2 Coughing and sneezing

Cover mouth and nose with a tissue and wash hands after using or disposing of tissues.

Spitting is not allowed.

20.3 Personal Protective Equipment

Personal protective equipment will be provided free of charge where it is identified as an appropriate control measure.

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

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20.4 Cleaning of the environment

The academy environment will be cleaned frequently and thoroughly.

20.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

20.6 Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home, never rinse by hand.

20.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

20.8 Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

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Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

A risk assessment will be in place for each type of animal an academy may keep.

20.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. These children should be advised to have additional immunisations, for example for pneumococcal and influenza.

20.10 Exclusion periods for infectious diseases

The academy will follow recommended exclusion periods outlined by Public Health England, current guidance can be found here.

In the event of an epidemic/pandemic, the academy will follow advice from Public Health England about the appropriate course of action.

21. New and Expectant Mothers

Risk assessments (Appendix 6) will be carried out whenever any employee or pupil notifies the academy that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

22. Occupational Stress

The academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the academy for responding to individual concerns and monitoring staff workloads.

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23. Accident, First Aid reporting

23.1 Accident record book

An accident form/book will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in Appendix 4. As much detail as possible will be supplied when reporting an accident.

The EEC Safety Management System is to be used to record all injury information. Information is to be uploaded to the EEC site within 48 hours of the incident. Educating Safely LLP will monitor and oversee RIDDOR reporting to the HSE if required.

23.2 Notifying parents

The Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

23.3 Reporting to Ofsted and child protection agencies

The Headteacher, in conjunction with the Director of Operations, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher, in conjunction with the Director of Operations, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a pupil while in the academy's care.

23.4 Reporting to the Local Partnership Board

Details of all accidents are provided to the academy's Local Partnership Board, where issues and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

23.5 Pupil Medications

Information on pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept on the academy's management information system and made available electronically to the necessary staff.

Children and young people who are asthmatic, are required to keep a spare inhaler at the academy. Spare inhalers must be kept in a secure staffed area and labelled with the child/young person's name. The secure storage area should be accessed by designated staff to ensure that the inhalers are available in an emergency.

Medication may only be administered for documented medical conditions where routine administration has been formally agreed or in an emergency situation, where it is critical to life and the Headteacher has prior written knowledge about the child or young person's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

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Staff administering medication in an emergency must be fully trained to do so.

The insert post name or individual name is responsible for:

- Administering prescription and other medicines where there is no alternative to them being taken in academy time, when written parental consent has been obtained to do so
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times
- Liaising with the Health and Safety Advisor, Health Centre, School Nurses and Parents/Carers as appropriate
- Managing the input, maintenance and retrieval of all medical data in respect of students and staff at the academy, ensuring that confidential information is held securely

23.6. Allergy Management and Anaphylaxis

In accordance with Allergy safety in schools statutory guidance (July 2026), the academy will maintain an Allergy Safety Policy and take reasonable steps to identify and support pupils with allergies, minimise exposure to known allergens, provide appropriate staff training, implement Individual Healthcare Plans where required, and ensure effective arrangements are in place for responding to allergic reactions and anaphylaxis. All allergy-related incidents and near misses will be reported, recorded, and reviewed to help prevent recurrence and safeguard the health, safety, and wellbeing of pupils, staff, and visitors. Please refer to the Allergy Safety and Anaphylaxis Policy.

24. Training

All staff are provided with basic health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training.

25. Minibus Safety

The academy will ensure that all minibus journeys are planned and undertaken safely. Drivers must be appropriately authorised, competent, and familiar with the vehicle, while minibuses will be maintained, inspected, and operated in accordance with legal requirements. Suitable risk assessments will be completed where necessary, seat belts must be worn by all passengers, and appropriate supervision arrangements will be in place to safeguard pupils during travel.

26. Monitoring

This policy will be reviewed by the Headteacher annually.

27. Links with Other Policies

This policy should be read in conjunction with the following:

- Off Site Visits Policy
- No Smoking Policy

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- Fire Safety Policy
- Allergy Safety and Anaphylaxis Policy
- Lone Working Policy
- Asbestos Policy
- Medical Conditions in Schools Policy
- Fire and Lockdown Procedures (school based)
- Lettings Policy (school based)

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Appendix 1

Fire Safety Checklist

Issue to Check	Yes/No
Are fire regulations prominently displayed?	YES
Is fire-fighting equipment, including fire blankets, in place and serviced annually?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire exits accessible and clear of bags, boxes and items that block the exit?	Yes
Are fire doors fitted with self-closing mechanisms?	Yes
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes
Can you easily hear the fire alarm from all areas? Are there visual indicators of a fire alarm in rooms where noise may prevent the alarm from being heard e.g. Drama studio?	Yes
Does the school carry out full evacuations of the buildings at least 3 times a year and a lock down procedure at least once a year?	Yes

Signed: R

Position: Office Administrator

Date: 17/11/2026.

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Appendix 2

Asbestos Management Plan and Guidance

Introduction

This document sets out the procedures for managing asbestos containing material on any Wessex Learning Trust academy premises.

The presence of asbestos-containing materials (ACMs) within academy buildings does not, in itself, present a risk to health. However, significant exposure may occur if ACMs are disturbed through activities such as cutting, drilling, breaking, sanding or other works that release asbestos fibres into the air. Effective asbestos management procedures are therefore essential to prevent accidental disturbance.

No member of staff, contractor, pupil or visitor is expected to be exposed to asbestos fibres while working in or visiting a Wessex Learning Trust academy. Staff and contractors whose duties may bring them into contact with ACMs, including site maintenance personnel and building or electrical contractors, will receive appropriate asbestos awareness training and must follow established asbestos management procedures at all times.

Statement

The Trust is committed to providing a safe and healthy workplace. To achieve this, asbestos is managed and exposure eliminated or reduced in accordance with current regulations.

a) An effective asbestos management strategy is maintained.
b) Appropriate risk assessments are carried out recorded and reviewed.
    a. Safe systems of working with asbestos are promoted with the academy's own staff and external contractors.
c) Asbestos awareness for academy staff is promoted through induction and asbestos awareness training.
d) Contractors working at any Trust academy will provide written evidence of up-to-date asbestos awareness training on an annual basis.
e) An up-to-date asbestos register listing all identified ACM's, with floorplans showing ACM locations will be available (in the Asbestos Management Survey.)
f) All Contractors and academy maintenance staff are required to sign to confirm they have seen the asbestos register in relation to the area that they will be working in or the activity they will be undertaking.
g) The designated duty holder for each academy unless otherwise stated is the Headteacher. The duty holder can nominate a member of staff to act as the responsible person for managing asbestos on the academy premises.
h) If any ACM is damaged the area will be sealed off immediately to prevent access to the area. Emergency procedures to be followed are:

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EMERGENCY PROCEDURES

IF AT ANY TIME YOU COME ACROSS A DAMAGED ASBESTOS MATERIAL OR IDENTIFY A SUSPICIOUS MATERIAL YOU MUST:

1. **STOP WORK**
2. **SECURE THE AREA e.g. close windows and doors affix warning signage.**
3. **NOTIFY THE SITE RESPONSIBLE PERSON OR DUTY HOLDER.**
4. **RECORD and REPORT the timeline of events and affected individuals at the earliest opportunity.**

A refurbishment or demolition survey will be required to be used to locate and describe, as far as reasonably practical, all asbestos containing materials in the area where the building works will take place or the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be hard to reach.

Responsibilities

The Board of Trustees have overall responsibility for the management of asbestos. The Trustees responsibilities include:

- Ensuring asbestos registers are in place
- Ensuring annual re-inspections are carried out by a competent person
- Unless otherwise stated the Head teacher will be the designated Duty Holder for asbestos management within the Academy
- The Head teacher can nominate a responsible person to manage the asbestos on the Academy premises but cannot discharge his or her legal duty

The Duty Holder and/or the responsible person responsibilities include:

- Assess and monitor the condition of the ACM's
- Ensure that all contractors and Academy maintenance staff have sufficient and relevant asbestos training no more than 12 months apart
- Record and report any damage caused to ACM's to the Director of Operations/Director of Estates
- Ensure that all contractors are given access to the asbestos register and obtain a signature to retain as proof
- Ensure contractors work in accordance with this guidance document
- Ensure that asbestos management is included on the agenda at all building or maintenance pre-contract meetings
- Maintain the asbestos management and communication plan (See Appendix 3)

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Asbestos contractors are responsible for:

- Complying with current regulations
- Providing the necessary documentation to the HSE before notifiable work commences
- Attending pre- contract meetings and provide risk assessments and safe methods of work
- Attending site to assess and prepare quotations for ACM removal of encapsulation work.
- Carrying out annual asbestos register inspections. Carry out refurbishment and demolition surveys
- Attending and making safe any areas of academy buildings affected by asbestos disturbance of damage
- Providing copies of notification and consignment notes and other documentation for academy records

Academy staff:

It is unlikely that academy employees will be exposed to an ACM. However, they have the following responsibilities:

- Not to disturb or commission others to disturb any part of the fabric of a building without consultation with the duty holder or responsible person e.g. drilling or fixing nails or screws or using drawing pins
- To report immediately any materials or damage in their work area which they suspect to be an ACM to the duty holder or nominated responsible person

IF IN DOUBT LEAVE IT ALONE AND REPORT IT

Further reference

Health and Safety at Work Act 1974

Control of Asbestos Regulations 2006

Management of Health and Safety at Work Regulations 1999

Construction Design Management Regulations 2015

Other related regulations

Workplace (Health and Welfare regulations) 1992

CoSHH regulations 2002

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Appendix 3

Asbestos Management and Communication Plan

1.	Name of Premises	Kewstoke Primary School
2.	Duty Holder	
3.	Nominated responsible person(s) for managing asbestos on the property	Mr Neil Champs
4.	Statutory duty holder with overall responsibility	Wessex Learning Trust Board
5.	Date Management Plan was produced	26/01/2026
	Review date of Management Plan	26/01/2027
6.	How is the location and condition of asbestos recorded?	Sealed with OSB board
	How and where is the information recorded?	H&S File / I am Compliant / Winpool drive - My Files - premises - H&S - Asbestos Management.
	Date of the last asbestos condition annual inspection	26/01/2026
	How is any ACM identified within the Academy?	
7.	Result of the survey and any action required	
	What action was taken as a result of the last independent survey	None
	Has the register been annotated with actions taken	N/A
	Date of subsequent visual inspection of all identified areas	8/2/2024
8.	How is the information shared with staff and contractors who may require it?	Via I am Compliant Website
	How have staff been informed?	Via I am Compliant Website
	How are contractors and maintenance staff made aware of the survey of ACM?	Miss Taylor will advise
	Who is the academy point of contact for contractors?	Miss Taylor
	What procedures are there for internal maintenance staff and who authorises the required work and ensure asbestos information is shared?	Miss Taylor
	How have staff been informed about asbestos in the academy?	Via I am Compliant Website
9.	List all the staff who have received asbestos awareness training and annual refresher training. Include the date training was undertaken and who delivered it.	Neil Champs 19/08/2026. iAM Compliant. Robert Jeeves 06/09/2026 iAM Compliant.

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Appendix 4

EEC Accident Report – Data Collection Form

EEC **MUST** be used for reporting details of **INJURIES** that occur to our employees, visitors, pupils / children in our care, clients or service users **as a result of an accident**. IT IS NOT DESIGNED TO RECORD DETAILS OF OTHER SITUATIONS SUCH AS PHYSICAL RESTRAINTS UNLESS AN ACCIDENT INJURY OR NEAR MISS OCCURS AS A RESULT. IF RESTRAINTS NEED TO BE RECORDED IT SHOULD BE DONE SO AT A LOCAL LEVEL.

This form is designed to assist users of EEC in collecting the necessary data required to submit accident reports on the Accident Reporting module. Therefore, you do not have to use this form if you do not need to. You should enter a report for any incident which resulted in anything more than trivial first aid provision, or where the incident or near miss could have resulted in a serious injury.

If you have any queries about whether an incident should be reported contact Educating Safely on 0800 2884775

<table>
<tr><td colspan="3">Your Establishment</td><td colspan="5">Where did the incident occur?</td></tr>
<tr><td colspan="8">1. ABOUT THE INCIDENT AND INJURED PARTY</td></tr>
<tr><td colspan="2">Date of incident</td><td colspan="3">Time</td><td colspan="3">No. of injured parties. (The following data will be required for each party)</td></tr>
<tr><td colspan="2">Name</td><td colspan="3">Date of Birth (If Known)</td><td colspan="3">Home Phone (If Known)</td></tr>
<tr><td colspan="2" rowspan="3">Address (If Known)</td><td>Employee</td><td>Contractor</td><td colspan="3">Trainee</td></tr>
<tr><td>Pupil/Student</td><td>Client / Service User</td><td colspan="3">Public</td></tr>
<tr><td>NI Number (if known)</td><td colspan="5"></td></tr>
<tr><td colspan="8">2. ABOUT THE INJURY</td></tr>
<tr><td colspan="3" rowspan="2">Nature of injury indicating affected body part. (i.e. cut left leg, bruised right arm, etc.)</td><td colspan="5">Is the incident attributable to the condition of the premises, facilities or equipment?</td></tr>
<tr><td colspan="5">Is the incident attributable to the quality and/or suitability of the supervision or instruction?</td></tr>
<tr><td colspan="3" rowspan="2">Was the injury to a member of the public, pupil or client / service user which meant they had to be taken <u>from the scene of the accident</u> to a hospital for treatment</td><td colspan="5">Did the incident occur during an organised activity? i.e. curriculum activities.</td></tr>
<tr><td colspan="5">Did the injured party go absent from work as a result of this injury?</td></tr>
<tr><td colspan="3">A minor Injury (Including verbal abuse)</td><td colspan="5">Date of first day of absence:</td></tr>
<tr><td colspan="3">No injury – NEAR MISS</td><td colspan="5">Date returned to work (If known):</td></tr>
<tr><td colspan="2">What were the extent of the injuries?</td><td>Unconscious</td><td>Resuscitation</td><td colspan="2">Hospital for 24h+</td><td>None of these</td></tr>
<tr><td colspan="8">3. WHAT HAPPENED – Kind of incident (TICK ONE BOX)</td></tr>
<tr><td>Animal or Insect related</td><td>Exposed to Asbestos</td><td>Harassment – Racial</td><td>Injured whilst handling, lifting or carrying</td><td colspan="2">Slipped, tripped or fell on same level</td><td>Violence – Physical Assault – Deliberate</td></tr>
</table>

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Contact with electricity	Exposed to Fire	Harassment – Sexual	Injury not related to a specific event	Sport	Violence – Restraint and Control Incident
Contact with hot surface or liquid	Exposed to, or contact with, a harmful substance	Harassment – Other	None – Near miss	Stepping on / Striking against a fixed or stationary object	Violence – Threatening Incident
Contact with moving machinery or materials being machined	Fall from bed	Hit by a moving vehicle	Other	Trapped or crushed by something collapsing	Violence – Verbal Assault
Drowned or asphyxiated	Fall from height	Hit by a moving, flying or falling object	Repetitive Strain Injury (RSI)	Use of Hand Tools	Work related non-accidental illness
Explosion	Found on floor	Injured whilst assisting client	Road Traffic Accident	Violence – Physical Assault – Accidental	Work related stress

4. WHAT WAS INVOLVED?

Height of fall (if applicable)	Name of alleged assailant (if applicable)	Crime No. (if applicable)

None - Near Miss	Equipment/ Furniture - Office	Hot Surface/ liquid	Person - Other (Please state in description of Incident)
Animal/ Insect - Dead	Equipment/ Furniture - Other	Ladder or scaffolding	Person - Relative of Client/ Service User/ Pupil
Animal/ Insect - Live	Explosion	Machinery/ Equipment - Other	Portable power or hand tools
Any material, substance or product being handled, used or stored	Fire - Fire Fighting	Machinery/ Equipment for lifting / conveying	Process plant, pipe-work or bulk storage
Building, engineering structure or excavation / underground working	Floor, ground, stairs or any working surface	Moveable container or package of any kind	Recurring injury
Construction formwork, shuttering and falsework	Gas, vapour, dust, fume or oxygen deficient atmosphere	Pathogen or infected material	Sport
Electricity supply cable, wiring, apparatus or equipment	Handling person	Person - Client/ Service User/ Pupil/ Member of the public	Vehicle or associated equipment / machinery

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Entertainment or sporting facilities or equipment	Horseplay	Person - Employee/ Colleague	Violent incident
OTHER: Please Specify			

5. DESCRIPTION OF THE INCIDENT ***** THIS IS A MANDATORY FIELD *****

6. ADULT WITNESSES (This information should be collected for each witness)

Name	Number of Witnesses (Max 5)	1	2	3	4	5

Address	Consent to record personal information obtained?
	Job Title (if appropriate)

7. WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT?

What date was the injured parties line manager made aware of the incident?

Please tick all boxes which describe the action taken following the incident:

First Aid Given	Name of First Aider	Taken Home	Returned to Work
Taken directly to hospital from the accident	Admitted to hospital	None of the above	

If taken to hospital, please provide the following information if known:

Name of GP / Doctor that provided treatment:

Name and address of hospital:

8. INVESTIGATIONS ***** THIS IS A MANDATORY FIELD *****

Each and every incident should be investigated. The investigation should be relevant to the type of incident that is being reported. Therefore, some minor or trivial incidents may not require a full investigation. If this is the case, you should indicate why a full investigation has not been carried out. For example, a sporting injury requires no investigation.

At the time of the incident, was the person authorised:

To be where they were?	To be doing what they were doing?

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Explain the outcome of any investigation or indicate why an investigation is not required:
YOU MAY SELECT THREE PEOPLE / MANAGERS TO BE AUTOMATICALLY ADVISED OF THIS INCIDENT
1.
2.
3.

Close Report – No Further Action once details have been entered on EEC Live

Person Completing Form:_____

_____ Date:

Person entering on to EEC:_____

_____ Date:

YOU MUST ENSURE THIS FORM IS ENTERED ONTO EEC.

A COPY OF THIS FORM DOES NOT NEED TO BE SENT TO EEC

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Appendix 5

WORKPLACE STAFF RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS

Personal Details			
Name:		Contracted Hours:	
Office / Classroom: location		**Expected Delivery Date:**	
Department:		**Maternity Leave Begins:**	
Post Held:		Date of Assessment:	

Questions	Unlikely	Possible	Likely	Certain	Control measures in place	Further controls recommended
Physical Job Demands *see below for definition of terms						
Manual handling e.g. lifting or carrying						
Bending, standing or awkward postures for prolonged periods?						
Need to access/ work in limited or confined space?						
Exposed to noise (machine etc)?						

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Using stairs frequently?						
A lot of walking?						
Agility / dexterity required?						
Radiation (ionising and non-ionising)?						
Shocks, vibration or movement?						
Working Conditions	**Unlikely**	**Possible**	**Likely**	**Certain**		
Extremes of temperature (including lack of ventilation)?						
Working with animals?						
Toilets easily accessible?						
Able to take comfort breaks when needed?						
Working at height e.g. use of step stools or ladders?						
Risk of violence and/or aggression?						
Excessive work demands/ working hours?						

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Lone working?						
Business driving?						
Seating – Suitable height and support?						
Working with display screen equipment (DSE)?						
If yes, is there a current DSE workstation assessment?						
Personal protective equipment required for any work activities?						
Biological & Chemical Hazards	**Unlikely**	**Possible**	**Likely**	**Certain**		
Exposure to infectious diseases? (e.g. rubella, chicken pox, parvovirus, hepatitis, Covid-19)						
Use of hazardous chemicals e.g. cleaning chemicals, cartridge toners, glues?						
Other Potential Risks	**Unlikely**	**Possible**	**Likely**	**Certain**		
COVID 19						

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Can the employee get to work safely without using public transport?			
Is the employee able to work from home?			
Can the employee socially distance from others?			
Does the employee require any PPE to wear at work?			
Are there sufficient hand-washing sanitising facilities in work areas?			
Any other concerns?			

Signed: (Manager)	
Print Name & Date:	
Signed: (Employee)	
Print Name & Date:	

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Note: Control measures should be regularly monitored by the manager to ensure they remain effective throughout the time that the employee may be at risk.

The original copy should be kept by in the personal file at the Academy with copies issued to the employee and their Line Manager.

Explanation of frequency options	
Unlikely	Do not expect it to happen/recur, but it is possible it may do so
Possible	Might happen or recur occasionally
Likely	Will probably happen/recur, but is not a persisting issue/circumstances
Certain	Will undoubtedly happen/recur, possibly frequently

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Appendix 6

RADIATION

Where radioactive substances are used in the Science department of an Academy, the Trust will appoint a Radiation Protection Supervisor (RPS (Schools)) to oversee the safe handling. The Academy will ensure that suitable training from CLEAPSS has been undertaken. The role of the RPS (Schools) is laid out in CLEAPSS guidance L93, Section 7.

The individual Academy will ensure that:

- Annual leak tests are completed
- Monthly inventory checks are completed
- Members of staff that come in to contact with the sources have been adequately trained by the RPS (Schools)
- Post 16 students that come in to contact with the sources have been adequately trained by the RPS (Schools)

The Wessex Learning Trust will ensure that:

- A Radiation Protection Advisor (RPA) is contracted to serve as a point of contact for the RPS (Schools) and to complete a biannual inspection of each Academy
- The RPS (Schools) attends at least one school Senior Leadership Team meeting per academic year to update Senior Leadership on training requirements, near misses/accidents, and other notable events
- An RPS (Schools) representative attends at least one Trust Audit and Risk (A&R) Committee meeting per year to update on training, near misses/accidents, notes from the school Senior Leadership Team meeting, and other notable events
- The A&R Committee passes on notes to the Board of Trustees so that key stakeholders are aware of the safe handling of radioactive substances within the Academies.

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