



Policy: Health and Safety Policy

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1. Introduction

- 1.1. The Corinium Education Trust (the Trust) is committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.
- 1.2. We are committed to:
- Providing a productive and safe learning environment.
 - Preventing accidents and any work-related illnesses.
 - Compliance with all statutory requirements.
 - Minimising risks via assessment and policy.
 - Providing safe working equipment and ensuring safe working methods.
 - Including all staff and representatives in health and safety decisions.
 - Monitoring and reviewing our policies to ensure effectiveness.
 - Setting high targets and objectives to develop the school's culture of continuous improvement.
 - Ensuring adequate welfare facilities are available throughout our school.
 - Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- 1.3. All schools within the Trust buy into the Gloucestershire County Council (GCC) Health and Safety Services, referred to as 'SHE' (Safety, Health and Environment) as a traded service and follow the advice and guidance they provide for schools.

2. Legal framework

- 2.1. This policy has due regard to all relevant legislation including, but not limited to, the following:
- Health and Safety at Work etc. Act 1974
 - The Personal Protective Equipment at Work Regulations 1992
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Education (School Premises) Regulations 1999
 - The Management of Health and Safety at Work Regulations 1999
 - The Control of Substances Hazardous to Health Regulations 2002
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - The Construction (Design and Management) Regulations 2015
 - The Ionising Radiation Regulations 2017 (IRR17)
 - The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- 2.2. This policy has due regard to national guidance including, but not limited to, the following:
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
 - DfE (2022) 'Health and safety: responsibilities and duties for schools'
 - DfE (2022) 'First aid in schools, early years and colleges'
 - HSE (2023) 'Sensible health and safety management in schools'
 - UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'
- 2.3. This policy operates in conjunction with the following Trust policies:
- Asbestos Management Policy
 - Data Protection Policy
- 2.4. Trust schools will have separate policies on matters specific to each school e.g. medical needs.

3. Roles and responsibilities

3.1. Trustees will:

- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made.

3.2. The Trust Lead (CEO) will:

- Support the culture of robust health and safety practices and adherence to policies across the Trust.
- Provide support to headteachers e.g. in their decision making around severe weather and potential school closures.

3.3. The Director of Finance and Operations will:

- Ensure the management structure responsible for health and safety in the school is embedded throughout the Trust.
- Provide support to the health and safety officer (competent person) in their management of health and safety as required.

3.4. The Local Governing Body will:

- Receive a health and safety report from the headteacher at each LGB meeting.
- Support the headteacher in the effective implementation of this policy in their school.

3.5. The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors at their School.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer. This could be the headteacher.

3.6. The health and safety officer (competent person) will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with GCC SHE traded services and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

3.7. Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the Trust's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

3.8. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the health and safety officer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

3.9. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

4. Contacting the emergency services

- 4.1. The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- 4.2. Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using an appropriate method of communication e.g. two-way radio.
- 4.3. Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point as specified in the school's procedure documents. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Severe weather

- 5.1. Each Trust school will act in accordance with its own policies and procedures where the weather could pose a risk to individuals on school site.
- 5.2. The headteacher, in liaison with the Trust Lead (CEO), will decide on any school closure(s) due to severe weather on the grounds of health and safety.

6. School trips and visits

- 6.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the relevant school's Educational Visits / School Trips Policy.

7. Fire safety

- 7.1. All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.
- 7.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 7.3. Each school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in Every Compliance. Emergency lighting will be tested on an annual basis, and records will be maintained and held in Every Compliance.
- 7.4. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 7.5. The Trust will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

8. First aid

- 8.1. The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

9. Visitors and contractors

- 9.1. Visitors may need to undertake a DBS check depending upon the purpose of their visit. A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at a Trust school.
- 9.2. For visitors in a professional capacity, the school/office will check their ID upon arrival. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 9.3. It is the responsibility of all staff members to politely question any individual who enters a Trust premises unaccompanied and/or without a clearly displayed name badge. If a visitor cannot be identified, the headteacher will be informed immediately.
- 9.4. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 9.5. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. Identity of contractors will always be checked upon their arrival at a Trust premises and will be issued with a visitor badge. Enhanced DBS checks are required for contractors working on Trust school premises if working onsite at a time when the school is open to pupils.

10. Accident reporting and investigation

- 10.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using a standard Accident Report Form.
- 10.2. The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.
- 10.3. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.
- 10.4. The school will always record and report work-related injuries to staff members or pupils.

11. Reporting significant accidents

- 11.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 11.2. The Trust will always report 'specified injuries' to the HSE without delay. These injuries include the following:
 - Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- 11.3. Additional reportable occurrences include the following:
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipe work
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
 - Any accidental release of a biological agent likely to cause severe human illness
 - Any collapse or partial collapse of scaffolding over five metres in height
 - When a dangerous substance being conveyed by road is involved in a fire or is released
 - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours
 - Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air

- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

11.4. The Trust will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

11.5. Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work

11.6. The Trust will only report accidents that are:

- Discrete
- Identifiable
- Unintended incidents which cause physical injury.

11.7. Reporting procedures

- Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

11.8. Reporting hazards

- Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

12. Accident investigation

12.1. All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

12.2. The health and safety officer will undertake periodic evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

13. Active monitoring system

- 13.1. The school's procedure for actively monitoring its system will include:
- 1-3 yearly audits, including fire risk assessments and health and safety audits.
 - Periodic examination of documents to ensure compliance with standards.
 - Periodic inspection of premises, plants and equipment.
 - Reporting to each LGB and Audit and Risk Committee.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

14. Risk assessment

- 14.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.
- 14.2. Assessments of high-risks areas, such as laboratories, will be undertaken on an annual basis or more frequently e.g. due to a change. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 14.3. Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
 - There has been a significant change in related matters.
 - The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 14.4. The health and safety officer will record any significant findings of any risk assessments, including the following:
- The identified hazards
 - How people might be harmed by them
 - What the school has implemented to control the risk
- 14.5. The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

15. Slips and trips

- 15.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary

- 15.2 The school will remain especially vigilant to the following hazards:
- Members of staff or pupils running or carrying heavy or awkward items
 - Wearing unsuitable footwear
 - Poor lighting – particularly where there are uneven surfaces and level changes
 - Contamination
 - Obstructions, e.g. bags and trailing cables

16. Sharps

- 16.1 For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.
- 16.2 Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:
- During school-based vaccination programmes
 - Where an individual within the school requires injections to manage a health condition
 - Where a pupil brings a sharp into a Trust school
 - Where glass is broken within a Trust school, or broken glass is found on or around the school premises
 - Where drug paraphernalia, e.g. needles, is found on or around a Trust school premises
- 16.3 In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the relevant school's policy.
- 16.4 Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Medical Needs Policy. Injuries will be handled in line with the First Aid Policy.

17. Evacuation, invacuation, lockdown and bomb threat procedure

- 17.1 Each Trust school will follow their procedures outlined in their Invacuation, Lockdown and Evacuation plans and in PEEPs in the event of a crisis as appropriate.

18. Construction and maintenance

- 18.1 undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

- 18.2 The Director of Finance and Operations (DFO) or Estates Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The DFO/Estates Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The DFO/Estates Manager will also ensure that:
- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
 - The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.
- 18.3 The DFO/Estates Manager will hold periodic progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

19. Personal protective equipment (PPE)

- 19.1 The Trust will provide employees and pupils who are exposed to a hazard at a Trust school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 19.2 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.
- 19.3 Pupils will report any loss or defects to their class teacher, who will report it to the health and safety officer for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.
- 19.4 Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a periodic basis.

- 19.5 Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.
- 19.6 The Trust will cover the costs of purchase, cleaning and repair for all clothing that is:
- Protective clothing that staff require to fulfil their roles.
 - A uniform that employees only wear to work.

20. Work-related hazards

20.1 Manual handling

- Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.
- The Trust will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, a Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.
- All members of staff will receive manual handling information and training as needed.

20.2 Working at heights

- The Trust will, as far as practicable, reduce the need for members of staff to carry out tasks at height. Where such work is necessary, this will be confirmed by the Estates Manager with appropriate risk prevention measures taken.

20.3 Stress management

- Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to utilise the employee assistance programme (EAP), or consult their GP as soon as possible.

20.4 Display screen equipment

- Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers i.e. for a continuous hour per day or more.

21. Training and first aid

- 21.1 The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 21.2 Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 21.3 Staff will be trained on how to:
- Assess risks specific to their role.
 - Meet their roles and responsibilities identified within this policy.

- 21.4 Where relevant to their role, staff will receive specific training in:
- Using industrial machinery.
 - Managing asbestos.
 - Having responsibility for the storage and accountability for potentially hazardous materials.

22. Maintaining equipment

- 22.1 The Trust will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
 - All fixed gymnasium equipment
 - Any workshop equipment, e.g. lathes and kilns
 - All fume cupboards
- 22.2 It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.
- 22.3 Any portable electrical equipment will be visually inspected on a daily basis by the user and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

23. Hazardous materials

- 23.1 For the purposes of this policy, a “hazardous substance” is any substance which may cause ill health if inhaled, ingested, injected, absorbed through the skin, or as a result of being released into the surrounding environment. Examples of hazardous substances which can cause ill health include:
- Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
 - Substances generated from activities, e.g. fumes. Naturally occurring substances, e.g. grain dust.
 - Biological agents, e.g. bacteria and other micro-organisms.
- 23.2 The Trust will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The Trust will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.
- 23.3 The health and safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 23.4 The health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the health and safety officer on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 23.5 The headteacher will ensure that at least one staff member is suitably trained in the handling of hazardous chemicals and materials.

- 23.6 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.
- 23.7 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 23.8 No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.
- 23.9 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 23.10 The Estates Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the Estates Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

24. Asbestos management

- 24.1 In accordance with HSE guidance, asbestos management surveys are held for each site in the Trust. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.
- 24.2 Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

25. Cleaning

- 25.1 There is a specified level of cleaning for each area within each Trust school building. Special consideration will be given to hygiene areas.
- 25.2 Waste collection services will be monitored by the Estates Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

26. Infection control

- 26.1 The school will actively prevent the spread of infection through the following measures:
- Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
- 26.2 National and local immunisation scheduling and advice for pupils is managed at a school level.
- 26.3 The Trust will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

27. Allergens and anaphylaxis

- 27.1 Parents will be required to provide the Trust school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.
- 27.2 The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.
- 27.3 Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

28. Smoking

- 28.1 Each Trust school is a non-smoking premises and no smoking will be permitted on the grounds.

29. Security and theft

- 29.1 CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Trust's Data Protection Policy.
- 29.2 Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.
- 29.3 Staff and pupils will be responsible for their personal belongings and the Trust accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.
- 29.4 All staff will be expected to take reasonable measures to ensure the security of Trust equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

30. Monitoring and review

- 30.1 This policy will be reviewed annually, unless an incident or legislative change requires an earlier review.

Document History

Creation Date June 2018
Trust Lead Chief Executive
Approved by Trustees
First approval date 18 October 2018
Review frequency Annual (previously every 2yrs)

Review date	Significant amendments	Made by	Next review
Oct 2020	None	MD	Oct 2021
Sept 2021	None	AXT	Sep 22
Nov 2022	Minor amendments made. Change from Chief Executive Officer to Trust Lead (CEO).	CXH	Nov 23
Dec 2023	Significant overhaul of Policy, using The School Bus model policy as a template.	TJR	Dec 2024
Jan 2024	Updates to include responsibilities of DFO, change of ordering of sections in policy following feedback from Trustees	TJR	Jan 2025