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THE SPENCER ACADEMIES TRUST

Health and Safety Statement

We will establish and implement a Health & Safety Policy to identify, eliminate, reduce and control the risks associated with our premises and undertakings. We will provide suitable and sufficient resources to meet the requirements of current Health & Safety legislation.

We will monitor Health & Safety performance regularly and will revise our Health & Safety Policy as required. We will seek to improve the Health, Safety and Welfare of our employees through a system of continuous improvement.

We will carry out suitable and sufficient assessments of the risk arising from our premises, substances and undertakings. We will implement such actions as are required to reduce the risk to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised as required. We will conduct specific risk assessments that may be required by specific legislation. We will consult with our staff, as appropriate, on issues relating to Health & Safety.

We will provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

We will ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections, including statutory examination as and when required. We will provide suitable induction training for all new staff. We will ensure the premises are maintained in a safe and efficient condition, with respect to health, safety, legal compliance and welfare.

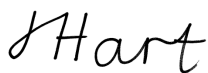
We will provide personal protective equipment, as may be required, free of charge to employees.

We will co-operate with others in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we comply with the relevant requirements of fire legislation.

Everyone, whilst at work, has a duty to take reasonable care of their own health and safety; to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employer can comply with statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.



Kate Green
Trust Chief Executive Officer



Principal Signature

Statement of intent

At The Mease Spencer Academy, we are 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 working and learning environment.

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. Legal framework

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 Workplace (Health, Safety and Welfare) Regulations 1992
- 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 Personal Protective Equipment at Work Regulations 1992
- Provision and use of work equipment regulations 1998 (PUWER)
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- Spencer Academies Trust Employee handbook
- Spencer Academies Trust Disciplinary policy
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- Young person Policy
- Risk Assessment Policy
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Partial Lockdown Procedure
- Full Lockdown Procedure
- Visitor Policy
- Contractors Policy
- Manual Handling Risk Assessment
- Manual Handling Policy
- Working at Heights Policy
- Lone Worker Policy
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Asbestos Management Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Catering Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Administration Medications Policy
- Smoke-free Policy

- School Security Policy
- Data Protection Policy
- Adverse Weather Policy
- Minibus Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure

2. Roles and responsibilities

In order to ensure that health and safety is effectively managed within the Company the Trust Chief Executive Officer shall:

- Be responsible for ensuring the establishment of an effective Health and Safety Policy within the Trust and for publicly supporting all persons carrying out the policy and its objectives.
- Ensure the periodic review and appraisal of the effectiveness of the policy and ensure that any necessary changes are made.
- Ensure that a strategy plan is prepared for the continual management of health and safety as part of the business objectives of the Trust, including a system for the regular monitoring, review and development of the plan.
- Ensure the appointment of suitable and adequate 'competent persons', as required under the Management of Health and Safety at Work Regulations 1999, together with the provision of the necessary finance, materials and other assistance to enable the effective carrying out of the associated functions and requirements.
- With the assistance of the competent person/s, measure, appraise and where necessary, correct the company's safety performance.
- Ensure that the Trust Health and Safety Policy and the programme of implementation is understood at all levels through the commitment of adequate training sources to that programme.
- Ensure that responsibility for health and safety is properly assigned and accepted at all levels and that these areas of responsibility are periodically reviewed.
- Ensure that suitable and adequate risk assessments are carried out in accordance with current legislation.
- Ensure that systems are in place to provide adequate levels of safety, organisation and welfare/first aid facilities on all sites.
- Attend safety committee meetings or arrange for a senior manager to act on his/her behalf.

- Personally undertake health and safety training and, where necessary, periodically review and update his/her level of awareness of health and safety

The Academy Governance Committee (AGC) shall:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- 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 annually and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The principal shall:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 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 annually.
- 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. Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- 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 annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The health and safety operations manager shall:

- 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 the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff and/or department heads shall:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the principal.
- 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.

All members of staff shall:

- 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 employer 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.
- Be familiar with all requirements laid down by the governing board.
- 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 designated 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.

Pupils shall:

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.

3. First aid

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

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

Primary schools only

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

The following staff members are trained paediatric first-aiders:

Name	Job role	Certification expiry date
Kim Burton	Y4 class teacher	June 28
Caroline Byrne	Y1 TA	June 28
Hayley Ellis	Office Manager/Lead First Aider	June 27
Emily Gilding	Y3 TA	June 28
Matilda Harrison	FS2 TA	Feb 28
Julia Hart	Principal	Sept 26
Grace Hedges	Y5 TA	Feb 28
Molly Hughes	Class teacher	June 27
Ellie Hollingworth	Y6 TA	June 27
Emma Winstanley	Y6 class teacher	June 28

Amanda Iredale	SENCO	June 27
Kenna Littlewood	Pastoral Lead	Sept 26
Jasmine Odell	Y2 TA	Sept 26
Hope Smith	Office Administrator	January 27
Suzanne Yelland	Y4 TA	Sept 26
Mike Clarke (Emergency First Aid at Work)	Site Manager	March 28

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Medical Room	Hayley Ellis
D & T Room	Hayley Ellis
Staff Room	Hayley Ellis

4. Contacting the emergency services

The principal will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

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 two-way radios.

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 – currently, this is the MUGA. 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. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using Medical Tracker.

The health and safety officer will be responsible for informing the principal if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils using Medical Tracker.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the Trust health and safety operation manager at the earliest opportunity.

The school will always report 'specified injuries' to the Trust health and safety operation manager. 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

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 and non-biological agents 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

The school 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

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.

The school will only report accidents that are:

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

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety operations manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries on Medical Tracker. The Trust will review all accidents and injuries, conduct investigations where necessary, and submit RIDDOR reports on behalf of its schools.

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 principal as appropriate. Serious hazards will be reported to director of estates and facilities using the appropriate email.

Accident investigation

All accidents, however minor, will be investigated by the school and the outcomes recorded on Medical Tracker. 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.

The Trust health and safety section will undertake daily/monthly 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.

6. Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly Examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the principal.

- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

7. Risk assessment

The principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety operations manager will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. 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.

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.

The school 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

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 principal will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

8. New and expectant mother/pregnant workers

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risks to pregnant employees or those returning after maternity leave. The Trust will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and guidance (HSG122) issued by the Health and Safety Executive and other relevant bodies. In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- The Trust recognises that pregnancy is not an illness and that the related health and safety implications can be adequately addressed by health and safety management procedures.
- When carrying out all risk assessments account will be taken of the hazards that could pose a health or safety risk to new and expectant mothers.

- Where hazards that could pose a risk to new or expectant mothers are identified the Trust will take appropriate action to remove or reduce the risk and will inform relevant female employees of childbearing age.
- All expectant mothers must inform the Trust in writing of their pregnancy.
- In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that the Trust is informed of the pregnancy as soon as is practicable.
- The Trust reserves the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified doctor.
- Upon receipt of notification from a new or expectant mother the Trust will carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice provided by the doctor.
- Following the assessment specific health and safety guidance and instruction will be provided as appropriate. This guidance will usually apply prior to the absence period and, upon her return, whilst she is breast feeding.
- Where there are jobs or tasks that are considered to be unsuitable for expectant mothers due to the serious risk of harm to the mother and/or child the Trust will offer suitable alternative work or, where this is not possible, suspend the employee on full pay for as long as is necessary to protect her and her child's health.
- This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation.
- The Trust reserves the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.
- For these purposes the Trust defines a new or expectant mother as being someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
- Anyone who is pregnant and has any concern regarding health and safety at work, because of her pregnancy, must seek advice from her manager / supervisor before undertaking the task about which she has a concern.

Return to Work

- Under health and safety legislation an employee may not return to work having taken less than two weeks maternity leave.
- The Trust recognises that career patterns may be different, because some women choose to combine working and having children.
- Women will be given the appropriate counselling, assistance and positive encouragement to return to the Trust, so that the skills and experience of valuable employees at every level are utilised effectively.

9. Slips and trips

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

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

10. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The principal 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.

The 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 on Every compliance. Emergency lighting will be tested on a monthly and yearly basis, and records will be maintained and held on Every compliance.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

The Regulatory Reform (Fire Safety) Order 2005 [The Regulatory Reform \(Fire Safety\) Order 2005](#)

11. Sharps

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.

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 the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises
- Refer to UKHSA guidance for handling drug-related sharps found on or near school premises. [Contacts: UKHSA health protection teams - GOV.UK](#)

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

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 Administering Medication Policy.

The principal will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.

- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

[Eureka! Sharps Disposal Kits](#)

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there is multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the principal and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice
- Injuries will be handled in line with the First Aid Administering Medication Policy.

12. Evacuation, invacuation, lockdown and bomb threat procedure

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

13. Visitors and contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Visitors In order to ensure that health and safety management within the Trust is effectively implemented and carried out all visitors shall:

- Report to reception or site office upon arrival and leaving.
- Comply with the Trust Health and Safety Policy and any relevant rules and procedures.
- Report immediately any injuries or damage incurred by them to the school/Trust.

Contractors In order to ensure that health and safety management within the Company is effectively implemented and carried out all contractors and their employees shall:

- Comply with the Trust Health and Safety Policy and any relevant rules and procedures.
- Comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- Ensure that their own company's health and safety policy and relevant safe working procedures are made available before any work commences and during the period of the work.
- Ensure that any plant or equipment brought onto the company's premises is in a safe condition and is maintained in accordance with any relevant regulations or codes of practice.
- Ensure that they do not alter or misuse anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the company.
- Provide information and assessments of noise levels and other risks arising from plant, equipment or operations brought onto the company's premises or site.
- Report to the school/Trust reception or site office upon arrival and leaving.

- Report immediately any accidents or incidents resulting in injury or damage to the school/Trust.

14. Construction and maintenance

When 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.

The principal will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The principal will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The principal 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 principal, kept up to date by the site manager/Trust facilities team, and is made available to anyone who needs to alter or maintain the building.

The principal or director of premises and facilities will hold weekly 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.

15. Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the 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.

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.

Pupils will report any loss or defects to their class teacher, who will report it to their line manager to arrange a repair or replacement. 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.

Thorough risk assessments will be carried out by a suitably trained staff member to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

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.

The school 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.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt. Using a [P11D](#) form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

The school will always use PPE in line with UK Health Security Agency guidance.

16. Employee clothing

If the school purchases clothing for employees, or lends it to them, we will:

- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
 - Add the value of the benefit to employees' earnings.
 - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

17. Work-related hazards

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

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

All staff members are required to receive manual handling information and complete appropriate training.

In order to manage these risks, the school will implement and follow its Manual Handling Policy.

Working at heights

Policy and procedures concerning employees working at heights will be addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

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 consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy. [Stress and mental health at work - HSE](#)

Display screen equipment

Display screen assessments will be carried out via e-learning for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

18. Maintaining equipment

The school 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

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. The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's [arrangements](#) to buy, install and maintain an AED.

19. Provision and use of work equipment

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all machinery, plant and equipment is maintained in a safe condition and used in a safe manner. The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (eg shearing, drawing in, and crushing)
- Impact
- Contact (eg friction, abrasion, cutting, stabbing, puncture and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
 - Fire
- Noise
- Vibration

The Trust will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Supply of Machinery (Safety) Regulations 2008 (as amended), and with the specific guidance (L22) issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- The Trust will, as far as is reasonably practicable, ensure that all equipment is suitable for the intended use or tasks.

- All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
- All dangerous parts of machinery will be suitably and adequately guarded.
- All equipment will be maintained in efficient order and in good repair.
- Regular inspections of all equipment will be carried out by competent persons and suitable records kept, including prior to it being put into service. The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturers' instructions or other recommended guidance.
- Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
- Employees are required to report any defective equipment immediately to the appropriate manager / supervisor.
- Employees are required to only use equipment for the purpose or operations for which it is suitable or intended.
- Every employee who uses equipment will receive suitable and adequate information, instruction, training and supervision.

20. Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school 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 school 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 principal.

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.

The site manager, in liaison with the Trust health and safety department, 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 site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The principal will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

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.

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.

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.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site 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 site 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.

Gas Cylinder and Gas System Safety

Gas cylinders and piped gas systems pose risks including explosion, fire, rapid gas release, exposure to hazardous gases, impact injuries, and manual handling-related disorders. The Trust will comply with the Management of Health and Safety at Work Regulations 1999, the Manual Handling Operations Regulations 1992 (as amended), the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), and relevant COSHH guidance.

Storage and Use Controls:

- Gas cylinders must be stored upright in secure, well-ventilated areas, away from heat sources and ignition risks.
- Storage areas must be clearly marked, with appropriate signage and restricted access.
- Cylinders must be segregated by type (e.g. flammable, inert, toxic) and incompatible gases must not be stored together.
- Empty and full cylinders must be clearly labelled and stored separately.
- Cylinders must be returned to storage with valves closed and protective caps fitted when not in use.
- Cylinders must only be used for their intended purpose and never modified or repaired.
- Before use, checks must confirm the cylinder's suitability for the intended application, including gas type and pressure.
- Connections to equipment or pipework must be secure and compatible with the cylinder contents.
- Any defects or damage to cylinders, fittings, or pipework must be reported immediately and removed from use.

Handling and PPE:

- Appropriate PPE, including safety footwear, must be worn when handling cylinders.
- Manual handling risks must be minimised using suitable lifting aids; forklift use must be properly assessed and controlled.
- Staff involved in handling or using gas cylinders or gas systems will receive appropriate training and supervision.

21. Asbestos management

~~In accordance with HSE guidance, an asbestos management survey was undertaken on date by name of surveying organisation, which is a United Kingdom Accreditation Service accredited surveying organisation. Following the asbestos management survey, identified risks were addressed on a priority basis. The survey will be repeated whenever there is a change in the use of a location or before any significant building work begins. Further details concerning the management of asbestos can be found in the Asbestos Management Policy.~~

The Mease Spencer Academy was constructed/refurbished in September 2019 and is therefore highly unlikely to contain asbestos. As a result, an asbestos survey is not required. An Asbestos Management Plan is in place to confirm and document this status.

22. Legionella

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the health risks associated with legionella bacteria in water systems. The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breathe in the contaminated water droplets. The Trust will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Notification of Cooling Towers and Evaporative Condensers Regulations 1992, and with the specific Approved Codes of Practice (L8) and guidance notes issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- The Trust will carry out a risk assessment in respect of the risk of legionella within the water systems within Trust premises, including an assessment of the water temperatures involved, the possibility of droplet formation and the presence of any particularly susceptible persons.
- An up-to-date schematic plan of the water systems will be prepared.
- The risk assessment and schematic plan will contain details of the precautions to be taken and instructions for the operation of the system.
- Where necessary, a written cleaning and disinfection/treatment procedure for the water systems will be developed.
- Regular visual checks will be carried out on the cleanliness and general condition of the water system.
- Where necessary, water temperature, chemical water quality and legionella checks will be carried out.
- Records of all tests undertaken and maintenance to the water systems will be kept.
- Where there are water cooling towers or evaporative condensers situated on Trust premises the relevant local authority will be notified.

23. Environmental and waste management

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that its activities do not have an adverse effect on the local and general environment. The Trust will endeavour to control such adverse effects on the environment and to comply with the legal requirements and duty of care imposed by the Environmental Protection Act 2010. In particular the following rules and procedures will be applied in relation to this area:

- The Trust will control and reduce the amount of packaging used within its business activities.
- The Trust will implement measures to minimise the amount of waste materials arising from its business activities.
- The Trust will implement measures to minimise the amount of paper and similar products used within its business activities.
- The Trust will control emissions to the atmosphere to the levels set by legal requirements.
- The Trust will control liquid discharge to within limits set by the Environment Agency.
- The Trust will implement measures to prevent the escape of waste from its business activities.
- The Trust will ensure that waste is only transferred to an authorised contractor and provide a written description of the waste, maintaining records for the minimum prescribed period of two years.
- The Trust will ensure that all appointed waste contractors are authorised in respect of the different categories of waste

24. Cleaning

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The principal is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

25. Infection control

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

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school 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.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

26. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the 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 principal with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is

not available or is not working. The school will purchase spare AAls from a pharmaceutical supplier, Eureka. [EpiPens & Anaphylaxis Kits for Schools](#)

The principal 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 Catering Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

27. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

28. Sun exposure

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the health risks to outdoor workers associated with exposure to ultraviolet (UV) radiation from the sun are adequately controlled. The hazards and other problems associated with exposure to the sun include:

- Skin damage, including sunburn, blistering, skin ageing and skin cancer
- Heat stress
- Dehydration
- Damage to the eyes due to glare
- Increased skin sensitivity to sunlight caused by some types of medication
- Increased skin sensitivity arising from contact with certain chemicals such as dyes, wood preservatives and coal-tar

Increased risks of skin cancers to people with fair or freckled skin or with fair or red hair The Trust will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999, and guidance (INDG 337 and 147) issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area or work activity:

- In all situations where outdoor work is scheduled to be carried out during the daytime period of the summer months (ie. April to September), a comprehensive risk assessment must be completed in order that the appropriate sun protection measures are developed and put into place.
- Employees must not be allowed to carry out any work for the company without wearing a shirt or other suitable over clothing. This rule is to applied in order to protect the health and safety of employees and also to always maintain the correct image and reputation of the company.
- Suitable clothing, including long-sleeved shirts and suitable hats, must be provided for the use of all employees who regularly work outdoors during the summer period.
- Sun protection advice must be provided as a routine part of health and safety information and training to relevant employees in order to raise and maintain awareness of the associated health problems and recommended means of protection.
- Where employees are unable to cover parts of their skin sunscreen of at least SPF (Sun Protection Factor) 15 will be provided.
- Outdoor workers must be encouraged to take their breaks in the shade, if possible, rather than staying out in the sun.
- Where possible managers/supervisors must consider scheduling work to minimise exposure to sun, particularly during peak periods of sunshine around midday or early afternoon.
- Suitable and sufficient supplies of drinking water must be maintained for outdoor workers in order to avoid dehydration.
- Water supply points and rest areas must, where possible, be located in areas with shade.
- Outdoor workers must be encouraged to check their skin regularly for unusual spots or moles that change size, shape or colour and to seek medical advice promptly if they find anything that causes them concern.

29. Smoking/Vaping

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the risks associated with smoking and vaping at work and exposure to second-hand smoke. Furthermore, the Trust fully recognises that exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. It also acknowledges that ventilation or separating smokers and non-smokers within the same air space does not completely prevent potentially dangerous exposure. The Trust will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Codes of Practice (L24) and guidance notes issued by the Health and Safety Executive. The Trust will also ensure compliance with the Health Act 2006 and regulations made under that Act, namely the Smoke-free (Premises and Enforcement) Regulations 2006 and Smoke-free (Signs) Regulations 2007.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

- The Trust does not permit any employees, visitors, customers, consultants, contractors and other persons to smoke or vape in any enclosed and substantially enclosed areas situated on Trust premises.
- The above requirement also applies to any company vehicle or other vehicle operating on company business.
- Appropriate `no-smoking` signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.
- Employees are also strongly discouraged from smoking or vaping, particularly during working hours, due to the detrimental effect on their health and the possible increased workload on colleagues who do not smoke.
- The Trust will consider providing advice and assistance to smokers regarding how to reduce or give up smoking.
- Local disciplinary procedures will be followed against any member of staff who does not comply with this policy.
- Staff are also advised that failure to comply with smoke-free law may also make them liable to receive a fixed penalty fine and possible criminal prosecution by the local council.
- Employees concerned about the implementation of this policy or any other smoking related issues should report the matter to the appropriate manager / supervisor.

30. Security and theft

Steps taken to reduce security risks will be addressed in the School Security Policy.

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 school's Data Protection Policy.

Money will be held in a safe and banked when required to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school/finance office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings, and the school 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.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

31. Severe weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The principal, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

32. Safe use of minibuses

Health and safety policy and procedures concerning school minibuses will be contained in the school's Minibus Policy. The health and safety department will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant training and paperwork provided by the Trust.

If passengers are paying a charge, the minibus section 19 permit will be clearly displayed in the vehicle.

Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff member's name	Staff member's role
Michael Clarke	Site Manager
Julia Hart	Principal

33. School trips and visits

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

34. Alcohol, drugs and solvents

The Trust is committed to maintaining a safe, healthy, and supportive environment for all staff, students, and visitors across its academies. The misuse of alcohol, drugs, solvents, or medication presents a serious risk to health, safety, performance, and the safeguarding of children and young people.

Substance misuse includes excessive alcohol consumption, illegal drug use or possession, solvent abuse, and inappropriate use of prescription or over-the-counter medication. These behaviours are strictly prohibited on Trust premises and during any Trust-related activities.

Staff must not attend work under the influence of any substance that may impair their performance or compromise safety. Students must also not attend school under the influence of substances, and any concerns will be managed in line with safeguarding and behaviour policies. Staff taking medication that may affect their ability to work safely must inform their line manager; students should report medical needs through appropriate pastoral or medical channels.

Where substance misuse is suspected, the Trust may carry out 'with cause' testing for staff and conduct searches where there are reasonable grounds. Refusal to cooperate may be treated as a disciplinary matter. In all cases involving students, safeguarding procedures will be followed, and appropriate support will be provided.

The Trust promotes early identification and intervention and will offer rehabilitation support to staff where appropriate. Substance misuse awareness will be included in staff induction and ongoing health and safety communications, and students will receive age-appropriate education on the risks of substance misuse.

35. Near misses

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

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

Reporting will be conducted verbally or email to the site manager as soon as possible, who will then inform the principal as appropriate.

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

All accidents and near misses, however small, will be reported and investigated by the principal or a nominated staff member and the outcomes recorded on Medical Tracker. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident. All repair work will be raised on Every Compliance issue within the near miss category.

36. Safe Systems of work/Working Procedures/Safe Operating Procedures

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed. The Trust will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999, other applicable legislation and guidance notes issued by the Health and Safety Executive. In particular the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out
- The associated potential hazards
- Any existing instructions or procedures
- Who is doing the work
- The skills and abilities of the people

- The level of control and supervision required
- The tools or equipment that are required
- The personal protective equipment required
- The associated training requirements
- Any isolation or locking-off requirements
- Any permit to work requirements
- Other activities being carried out concurrently
- Communication requirements
- Emergency planning issues
- Handover procedures upon completion
- Monitoring requirements
- Review and updating requirements

The following rules and procedures will be followed in relation to this area:

- All safe systems of work and safe working procedures will be developed by the relevant manager / supervisor in conjunction with the Safety Co-ordinator.
- All safe systems of work and safe working procedures will be documented in an approved format.
- All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect.
- Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur.
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.

37. Noise at work

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes preventing damage to the hearing of persons exposed to high levels of noise at work. The main problems associated with occupational noise include:

- Noise induced hearing loss
- Temporary and permanent threshold shift

- Tinnitus
- Stress
- Injuries arising from distracted attention

The Trust will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Noise at Work Regulations 2005 and with the specific guidance note (L108) issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- The Trust will generally attempt to reduce exposure to noise at work and the consequential risk of hearing damage as far as is reasonably practicable by means other than ear defenders.
- If a noise problem is suspected, a suitable and sufficient noise assessment will be carried out by a suitably competent person to determine the appropriate level, type and duration of noise exposure and the corresponding course of action. Suitable records of all such assessments will be kept and reviews carried out at appropriate intervals.
- Measures taken in respect of noise exposure will be dependent upon the outcomes of the assessment and in accordance with comparisons against the legal action levels as follows:
 - Lower Exposure Action Values - daily or weekly personal noise exposure of 80dB(A) or a peak sound exposure of 135dB(C) or 112 pascals.
 - Upper Exposure Action Values - daily or weekly personal noise exposure of 85dB(A) or a peak sound pressure of 137dB(C) or 140 pascals.
 - Exposure Limit Value - daily or weekly personal noise exposure of 87dB(A) or a peak sound pressure of 140dB(C) or 200 pascals, after taking into account the protection given by any personal hearing protectors provided.
- Where the noise exposure to employees is at or above a lower exposure action value but below an upper exposure action value, suitable personal hearing protectors will be made available to relevant employees upon request.
- Where the noise exposure is at or above an upper exposure action value 'Hearing Protection Zones' will be demarcated and suitable signs displayed.
- Suitable personal hearing protectors must be provided and must be worn by all persons who enter a hearing protection zone.
- Adequate information, instruction and training will be provided to all employees with a noise exposure at or above a lower exposure action value regarding the risks to their hearing; availability of personal hearing protectors; defects reporting systems; their own duties and health surveillance issues.
- All personal hearing protectors and other equipment will be maintained and repaired as necessary.

- All employees will be required to use personal hearing protectors and other noise reduction equipment, where deemed necessary, and to report any defects to the appropriate manager/supervisor.
- Where a noise risk assessment reveals that there is a risk to the health of employees who are exposed to noise, suitable health surveillance will be provided to the employees in question.
- Health surveillance will normally take the form of regular hearing tests (audiometric testing) and will generally apply to all employees who are regularly exposed to noise at or above an upper exposure action value.
- Whereas a result of health surveillance an employee is found to have identifiable hearing damage arrangements will be made for the employee to be examined by a doctor or other suitably qualified medical specialist.
- Where a doctor or other suitably qualified medical specialist considers that the hearing damage suffered by an employee is likely to be the result of exposure to workplace noise, the employee will be informed accordingly and other measures will be considered, including the review of relevant risk assessments and the health of other employees similarly exposed, together with consideration being given to assigning the employee to alternative work where there is no risk of further noise exposure.
- Where persons other than employees are exposed to noise, similar measures will be taken to the above in respect to ensuring their protection from adverse noise levels other than the provision of health surveillance and general information, instruction and training.

38. Vibration

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes the control of health risks from exposure to hand-arm and whole-body vibration in the workplace.

The common early symptoms associated with exposure to vibration include:

- Tingling and numbness in the fingers
- Loss of sense of touch
- Loss of grip strength
- Pain in the wrist (carpal tunnel syndrome)
- White and red colouration in the fingers (vibration white finger)
- Back pain

The Trust will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Vibration at Work Regulations 2005; the Management of Health and Safety Regulations 1999; and the Provision and Use of Work Equipment Regulations 1998, and with the specific guidance notes (L140/141) (INDG 175/242/296) issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- The Trust will, as far as is reasonably practicable, reduce the exposure to vibration from the use of equipment to a minimum.



- The Trust will carry out an assessment of the vibration risk to employees in order to determine the likelihood of exposure being above the daily exposure action value (EAV).
- Following, and in accordance with, the assessment a programme of measures will be implemented to eliminate the risk or reduce exposure to as low as is reasonably practicable.
- Where there are employees who are likely to be exposed above the daily exposure limit value (ELV) immediate action will be taken to reduce their exposure below the limit value.
- Suitable and adequate information and training will be provided to all employees exposed to vibration regarding the risks involved and the measures being taken to reduce those risks.
- The Trust will arrange for appropriate health surveillance for employees who are regularly exposed to vibration above the action value or otherwise continue to be at risk.
- The Trust will keep records of all assessments and control actions.
- The Trust will keep records of health surveillance carried out for employees. Exposure action and limit values For hand-arm vibration the exposure values, assuming an 8 hour working day, are: Exposure action value: 2.5 m/s² A(8) Exposure limit value: 5.0 m/s² A(8) For whole-body vibration the exposure values, assuming an 8 hour working day, are: Exposure action value: 0.5 m/s² A(8) Exposure limit value: 1.15 m/s² A(8)

39. Lifting equipment

The Trust recognises its responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the health and safety risks associated with lifting equipment. To fulfil this duty, the Trust will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the Approved Code of Practice (L113), and relevant guidance documents (INDG 290 and INDG 339) issued by the Health and Safety Executive.

In practice, the following principles and procedures will apply. All lifting equipment must be strong, stable, and suitable for its intended use. Each item will be clearly marked with its safe working load and any necessary instructions for safe operation. Operators will receive appropriate information, instruction, and training to ensure competence. Equipment will be maintained in accordance with a planned programme of inspection and servicing, and all maintenance will be carried out by approved, competent contractors following a safe system of work. Any defects must be reported immediately to the relevant line manager or principal.

A register of all lifting equipment will be maintained, recording details of examinations, inspections, and maintenance. Before any equipment is used for the first time, a thorough examination scheme will be prepared by a competent person. This person must have sufficient technical and practical knowledge and independence to make an objective assessment. The examination scheme will cover all lifting equipment and associated accessories, and thorough examinations will be carried out at the specified intervals in accordance with that scheme.

If an examination reveals a serious defect, the equipment will be taken out of service immediately. Less serious defects will be rectified within the time frame specified by the competent person. Any significant changes to the

operating conditions of the equipment must be reported without delay so that the examination scheme can be reviewed and updated as necessary.

40. Pressure systems and equipment

The Trust recognises its responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the health and safety risks associated with pressure systems and equipment. Examples of such systems include boilers and steam heating systems, pressurised process plant and piping, compressed air systems (fixed or portable), pressure cookers, autoclaves and retorts, heat exchangers and refrigeration plant, valves, steam traps and filters, pipework and hoses, and pressure gauges and level indicators.

The hazards associated with pressure systems can be severe and include the blast impact of an explosion, the sudden release of compressed liquid or gas, flying debris from equipment failure, contact with released substances such as steam, and fire resulting from the escape of flammable liquids or gases.

To manage these risks, the Trust will comply with the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999, as well as the Approved Code of Practice (L122) and guidance documents INDG 178 and INDG 261 issued by the Health and Safety Executive.

The following procedures will apply. All newly installed pressure systems and equipment must be suitable for their intended use and correctly installed by approved competent contractors. Installations must allow for safe and easy operation and maintenance. Comprehensive records will be kept for all systems, detailing the contents, process conditions such as pressure and temperature, and safe operating limits. Operating instructions and emergency procedures will be displayed adjacent to the equipment and made available to relevant employees, who will receive appropriate information, instruction and training.

Protective devices must be fitted to all systems and maintained in good working order. Equipment will be subject to a planned programme of inspection and maintenance, carried out by competent contractors under a safe system of work. Any defects must be reported immediately to the appropriate manager or supervisor.

Before any pressure system is used, a written scheme of examination must be prepared by a competent person with the necessary knowledge, experience and independence to make an objective assessment. This scheme will cover all pressure vessels, protective devices and associated pipework. Inspections will be carried out at the specified intervals in accordance with the scheme. If an inspection reveals a serious defect, the equipment will be taken out of service immediately, and any less serious defects will be rectified within the time frame specified.

41. Information, Instruction and training

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring a competent workforce through the provision of suitable and adequate information, instruction and training. The Trust will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation and guidance notes issued by the Health and Safety Executive. In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- The Trust will not require any employee to perform any work activity or task unless he/she has received suitable and adequate information, instruction and training, or is working under the supervision of a trained and competent employee.
- The Trust acknowledges the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment.
- The Trust recognises that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or environment.
- The Trust accepts the responsibility of ensuring that all temporary employees are also given basic health and safety information, instruction and training appropriate to their work activities and environment.
- The training needs for all employees (or groups of employees) and their related work activities will be evaluated, and the results of the evaluation will form the basis of a training matrix.
- Training need's assessments will be reviewed periodically and the training matrix updated as required.
- Records will be kept of all training provided to employees and any relevant outcomes.

Training Arrangements

In order to safeguard the health and safety of employees, so far as is reasonably practicable, the following general provisions for training have been recognised:

Induction Training

Health and safety induction training for new employees will take place on the first day of employment, but where this is not possible it will commence as soon as practicable after joining.

It will include:

- Presentation of the Trusts health and safety policy and how it affects employees
- Accident reporting procedures
- Fire prevention and emergency evacuation procedures
- General safety rules and procedures
- First aid facilities
- Specific safety systems and procedures
- Identification of particular hazards which exist at the workplace
- Health and safety legislation appropriate to the organisation and the employee's obligations
- How to obtain advice or report any concerns regarding health and safety practices
- Identity of responsible person(s), first-aiders, fire warden etc.
- Welfare provisions.

New Managers and Supervisors

New employees of a managerial or supervisory level will receive training regarding their responsibilities, including:

- The relevant procedures and policies which require implementation
- Sources that are available to them if they require specialist assistance or if they need to obtain further or professional advice
- Procedures are in place for addressing any problems which may arise

.Job Specific Training

Detailed and specific departmental health and safety training will be provided to all new employees to supplement their general induction training and will include:

- The relevant work activities / processes
- The work environment
- The work equipment
- Any particular risk(s) associated with their department work activity and/or processes.

Function Specific Training

It is recognised there are certain functions or responsibilities carried out by some employees that require specific training. These include:

- First aiders
- Appointed persons for first aid
- Fire wardens
- Forklift truck drivers
- Banksmen

Existing Employees

Further training will be provided, if necessary, to existing employees if:

- They transfer to a different department
- They take on new responsibilities
- They are exposed to new or increased risks
- There is a significant change in the work equipment, environment or systems of work in use.

Temporary Employees

Temporary employees will be provided with general health and safety instructions (eg emergency procedures, site safety rules etc.) in addition to any specific instruction relevant to the department or work activities

Approved Training Courses and Providers

The Trust will develop a list of approved training courses and providers which may include the following courses:

- IOSH Managing Safely
- IOSH Practical Safety Awareness
- IOSH Working Safely
- NEBOSH General Certificate
- Manual Handling
- COSHH Awareness
- Risk Assessment Awareness
- Basic First Aid
- Fire Safety Awareness
- CDM Awareness
- NVQs Levels 3,4 and 5 in Occupational Health and Safety

Contractors

Steps will be taken when selecting contractors to ensure that they have a programme of training and that all relevant employees have received suitable and adequate information, instruction and training.

42. Welfare Facilities

The Trust recognises its responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of welfare facilities for employees. To meet this obligation, the Trust will endeavour to provide suitable and adequate facilities that comply with the relevant legal requirements set out in the Workplace (Health, Safety and Welfare) Regulations 1992 and the Construction (Design and Management) Regulations 2015, as well as the Approved Codes of Practice (L24 and L144) issued by the Health and Safety Executive (HSE).

As far as is reasonably practicable, these facilities will be available at premises provided by the Trust and at workplaces or sites where employees are required to work for significant periods of time. Sanitary conveniences and washing facilities will be provided at readily accessible locations. These facilities, and the rooms containing them, will be kept clean, adequately ventilated and well lit. Washing facilities will be located close to sanitary conveniences and changing facilities and will include running hot and cold or warm water, soap and clean towels or other suitable means of cleaning and drying. Where the nature of the work requires it, showers will also be provided. Separate facilities for men and women will be available unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

An adequate supply of high-quality drinking water will be provided, either through an upward drinking jet or suitable cups. Where water cannot be obtained directly from a mains supply, refillable enclosed containers will be used and refilled at least daily, unless they are chilled water dispensers where containers are returned to the supplier for refilling. Bottled water or water dispensing systems may be provided as a secondary source. Drinking water will be clearly marked where there is any risk of confusion with non-drinking water.

Adequate, suitable and secure space will be provided for storing workers' own clothing and any special work clothing. Where reasonably practicable, facilities will allow for drying clothing. Changing facilities will also be provided for workers who need to change into special work clothing. These facilities will be readily accessible from workrooms and washing and eating areas, will ensure privacy, provide sufficient capacity and include seating.

Where possible, suitable and sufficient rest facilities will be provided for employees. These will be readily accessible and equipped with seats for use during breaks. Rest areas or rooms will be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating for disabled employees. Where workers regularly eat meals at work, suitable and sufficient facilities will be provided for this purpose, particularly where food would otherwise be likely to become contaminated. Work areas may be used as rest and eating areas provided they are adequately clean and have a suitable surface on which to place food. Eating facilities will include a means of preparing or obtaining a hot drink, and where hot food cannot be obtained in or near the workplace, workers will be provided with a means of heating their own food, such as a microwave oven.

The Trust recognises its responsibility to provide a safe and healthy working environment and acknowledges that this includes protecting employees from the risk of violence at work. Work-related violence is defined as any incident in which a person is abused, threatened, or assaulted in circumstances connected to their work.

43. Violence

To meet this obligation, the Trust will comply with the Management of Health and Safety at Work Regulations 1999 and other relevant legislation, as well as guidance issued by the Health and Safety Executive (INDG69). The following principles will apply.

A thorough assessment of the risks associated with work-related violence will be carried out for all relevant activities and situations. Management and employees at every level will be encouraged to take this issue seriously; it must never be regarded as "part of the job." The Trust will adopt appropriate measures to minimise employees' exposure to violence and ensure that all staff who may be affected receive suitable information, instruction, and training. This training will help employees recognise signs of aggression, identify situations that could escalate into violence, and understand how to avoid or manage such incidents.

The Trust will implement and monitor a robust system for reporting and investigating all incidents of work-related violence. Where violence involves physical assault, mental abuse, or threatening behaviour by management or colleagues, the Trust will fully investigate the feasibility of legal or disciplinary action against the perpetrators. Employees are required and encouraged to report any incident of work-related violence to their manager or supervisor, regardless of the circumstances.

Employees who have been victims of, or otherwise affected by, work-related violence will receive appropriate support, including counselling, legal advice, and any other assistance necessary to aid their recovery.

44. Consultation

The Trust recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this policy cannot be achieved without the co-operation and commitment of employees at all levels, requiring the development and maintenance of effective means of consultation. The Trust will endeavour to promote consultation

and to comply with the relevant legal requirements, as contained within the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and with the associated guidance issued by the Health and Safety Executive. Regular consultation and discussions with employees on health and safety matters is therefore given high priority in order to gain their continued support and co-operation. In particular the following rules and procedures will be applied in relation to this area:

- All employees at all levels within the Trust are encouraged to participate in safety meetings led by their manager / supervisor.
- Employees and/or their representatives are encouraged to raise concerns about health, safety and welfare matters with their manager / supervisor and will receive positive feedback on any issues raised. Any unresolved issues can be raised at the next safety meeting and / or with the Safety Co-ordinator.
- Suitable and adequate training and other information or resources will be provided for all safety representatives in order to allow them to take a full and effective part in consultations.
- Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare, including relevant changes in procedures, equipment and working methods or the introduction of new technology. The feedback arising from such consultation will be considered before any decisions are made.
- Employees and/or their representatives will be kept informed of risks associated with work activities and the measures required to be taken to control those risks, including copies of relevant risk assessments and safe systems of work or working procedures.
- The Trust/school will form a Health and Safety Committee with the following terms of reference and constitution.
- The membership of the Health and Safety Committee will be subject to the agreement of the management and the respective employee representatives. However, the committee shall include a senior managerial representative nominated by the principal in order to ensure that there is adequate authority present to make decisions and with knowledge and expertise to provide accurate information to the committee on such matters as company policy, technical matters etc.
- The meetings will be held on a quarterly basis, unless the Committee decides it would be beneficial to change this frequency to a more regular basis. Each member of the Committee will receive a copy of the minutes, and a copy will be placed on all health and safety notice boards or brought to the attention of all employees using other alternative means of communication. The terms of reference of the Committee will include:
 - The review of any accident reports on Medical Tracker
 - Examination of safety audit and inspection reports
 - Consideration of reports by safety representatives
 - Consideration of reports by enforcement officers
 - Development and monitoring of safety rules and safe working procedures
 - Monitoring of the adequacy of health and safety communication systems.

45. Monitoring and review

The effectiveness of this policy will be monitored continually by the principal and the governing board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is December 2026.

The school will establish a monitoring system that is backed up by performance measures, and this will be reviewed following an incident.