Health and Safety Policy (LLT)

LYDIATE LEARNING TRUST

ENGAGE, ENABLE, EMPOWER

Origination	Authorised by	Policy Date	Review Date	
NCH	***LLT Board***	***June 2026***	***June 2027***	

Health and Safety Policy (LLT)

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Health and Safety Policy (LLT)

1. Lydiate Learning Trust Statement of Intent

The Board of Lydiate Learning Trust, the employer of the staff who work at the Trust and the Trust schools, recognises and accepts its responsibility for providing a safe and healthy environment for all Trust staff, for the students attending the schools and for visitors and contractors who come on to the premises.

Lydiate Learning Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 (The Act) and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. Lydiate Learning Trust will ensure that appropriate policies are in place and kept up-to-date.

The responsibility for the implementation of this Lydiate Learning Trust policy at school level rests with the Academy Governance Committee and the Head Teacher.

Each and every member of staff of Lydiate Learning Trust and its schools must recognise that, under the Act, they have a duty of care for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under The Act and supporting legislation as well as under Lydiate Learning Trust's Health and Safety Policy.

The organisation and arrangements through which Lydiate Learning Trust, the school's Academy Governance Committee, the school Head Teacher and staff aim to fulfil the requirements are set out in the following policy.

Lydiate Learning Trust will ensure that sufficient resources are allocated by it and its schools to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

This statement and detailed Health & Safety Policy was approved by the Board of Trustees on 14th July 2026





John Graham
Chair of Lydiate Learning Trust Board

Ann Stahler
Chief Executive Officer/Executive Head

2. Academy Governance Committee Statement of Intent

The Academy Governance Committee of all Schools and Provisions has adopted the Lydiate Learning Trust Health and Safety policy and endorsed the objectives for the school with the aim of ensuring best practice in the management of health and safety. The Academy Governance Committee:

- will ensure that local health and safety procedures are in line with the Lydiate Learning Trust Health and Safety policy and the Statement of Intent
- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities
- will take steps to ensure compliance with all relevant health and safety legislation
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. External specialist advice and assistance may be obtained from the Local Authority or a health and safety consultant as appointed by the Trust
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- expects all employees, students and visitors, including contractors, to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- is committed to providing the necessary information, instruction, supervision and training to all employees, students and visitors where applicable
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively
- is committed to regular evaluation and review of the policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances
- will set out full details of the organisation and arrangements for the management of health and safety in the school in writing and communicate these to all employees.

Health and Safety Policy (LLT)

Associated Merseyside Partnership SCITT

Approved by the Academy Governance Committee of AMP SCITT on 4th September 2026.



Chair of Academy Governance Committee — **Ms.A.Brady, Head of School**

Childwall Sports and Science Academy

Approved by the Academy Governance Committee of Childwall Sports and Science Academy on 4th September 2026.



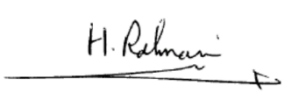


Mr. M. Rice
Chair of Academy Governance Committee

Dr. A. Thomas
Head of School

Lydiate Services Company

Approved by the Board of Lydiate Services Company on 4th September 2026.



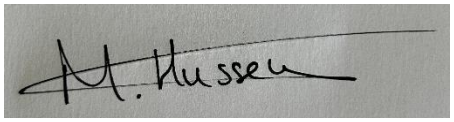


Mr. H. Rahmani
Chair of Academy Governance Committee

Mr. R. Caton
Head of Provision

Deyes High School

Approved by the Academy Governance Committee of Deyes High School on 4th September 2026.





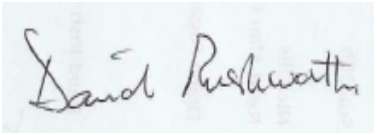
Mr. M. Hussey
Chair of Academy Governance Committee

Ms V.Beaney
Head of School

Health and Safety Policy (LLT)

Knotty Ash Primary School

Approved by the Academy Governance Committee of Knotty Ash Primary School on 4th September 2026.



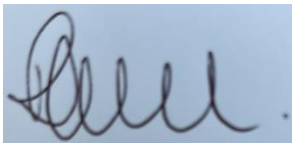


Mr. D. Rushworth
Chair of Academy Governance Committee

Ms R. Clements
Head of School

The Grange Primary School

Approved by the Academy Governance Committee of The Grange Primary School on 4th September 2026.





Ms. R. Malvern
Chair of Academy Governance Committee

Mr. G. Evans
Head of School

3. Aims and Objectives

In summary, the Trust aims to:

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

The school aims to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the school, including parents, contractors' employees and members of the public affected by the work of the school
- arrangements are in place at the school to ensure that no work is carried out by the school or by contractors that is liable to expose employees, pupils, visitors or members of the public to health and safety hazards unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place
- health and safety of employees and anyone on the school site affected by their work
- relevant staff in the school are suitably trained
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school site or outside the school, if engaged in school business
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards

The School's objectives will be to:

- have regards to the Lydiate Learning Trust Statement of Intent and the provisions of this policy
- establish sensible conditions and systems of work for all employees which prevent, as far as is reasonably practicable, any danger to health and safety (with risk assessments carried out, as appropriate, to enable hazards and risks to be identified, which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced)
- ensure that all departments have suitable policies and procedures in place (including procedures for making suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their department
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students

- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public and, where necessary, training will be given
- ensure the provision of means of access and egress which are safe and without risks to health
- ensure safe arrangements are made for the storage, handling and transport of articles and substances
- ensure that the school will have and maintain up to date fire safety procedures and documentation, and that all employees and students (and, as far as is practicable, visitors) are familiar with them
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels
- appoint a competent person to oversee the implementation of the school's health and safety policy and procedures
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff
- make reports as directed to Lydiate Learning Trust and governors on the implementation of its health and safety policies and procedures

4. Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

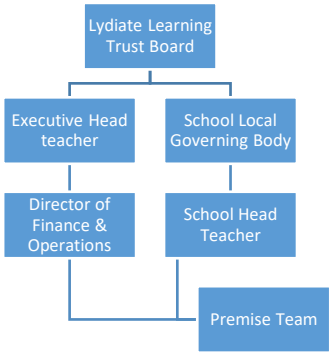
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

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

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

5. Roles and Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in the school. Lydiate Learning Trust expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors and visitors.



Lydiate Learning Trust

Lydiate Learning Trust Board is responsible for the overall health and safety policy.

The Executive Head Teacher and other executives of the Lydiate Learning Trust act as advisors to the Trust Board on any health and safety matters.

The Lydiate Learning Trust Board will:

- take into account the Lydiate Learning Trust Statement of Intent
- make and review regularly the overall health, safety and welfare policies and their implementation in the schools
- satisfy itself that each school has in place a policy and procedures that are fit for purpose, and that the school reviews this annually
- ensure that each school Academy Governance Committee knows and understands its responsibilities
- provide sufficient funds for the implementation of its policies
- provide training, advice and guidance, as necessary, for the schools

Academy Governance Committee

The Local Board of Governors and School Head teacher are responsible for the local implementation of the Lydiate Learning Trust policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contractors and visitors to the School.

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the head teacher / head of school.

The governing board has a duty to take reasonable steps to ensure that staff, visitors and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Academy Governance Committee also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- inform employees about risks and the measures in place to manage them
- ensure that adequate health and safety training is provided

The Local Board of Governors will:

- take into account the Statement of Intent approved by the Lydiate Learning Trust Board and Academy Governance Committee
- ensure that there is a system across the School for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Lydiate Learning Trust policy
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors
- ensure that staff are trained in health and safety, as appropriate
- provide adequate resources to enable the Health and Safety Policy to be carried out
- be responsible for ensuring that they fully consider all of the relevant health, safety and welfare implications of any report, paper or plans presented for their deliberation
- ensure that health and safety is an agenda item at a school governors meeting at least termly
- promote an interest in, and enthusiasm for, health and safety matters throughout the school

Head Teacher / Head of School

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

- implementing the health and safety policy
- ensuring the health, safety and welfare of staff, students, visitors, contractors and any other person using the premises
- ensuring there is enough staff to safely supervise pupils
- ensuring that the school building and premises are safe and regularly inspected

- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided
- encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks
- reporting to the governing board on health and safety matters
- ensuring appropriate evacuation procedures are in place and regular fire drills are held
- ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- ensuring that sufficient and appropriate risk assessments are completed and reviewed and effective control measures are determined and carried out
- implementing a Whole School Behaviour policy that will ensure, as far as is reasonably practicable, the health and safety of students on site and when engaged in School activities off-site
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school
- ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare
- carrying out periodic safety reviews and audits
- ensuring safe working practices and procedures throughout the School, including those relating to the provision and use of machinery and other apparatus
- delegating to the relevant staff appropriate tasks for the day-to-day implementation of the policy
- ensuring that parents are kept informed on any health and safety issues and enlisting their support, as appropriate

In the head teacher's absence, the deputy head teacher assumes the above day-to-day health and safety responsibilities.

Senior Leadership Team (SLT)

SLT are responsible for the effective planning, directing, monitoring and reviewing of the progress of all health, safety and welfare matters within their areas of responsibility and ensuring:

- the implementation of the Health and Safety Policy and the organisational arrangements through which the policy will be implemented
- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction
- that suitable resources are allocated to allow the effective implementation of this policy
- that there is an adequate system for communicating health, safety and welfare information throughout the organisation
- that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the School
- that arrangements are in place to measure, monitor and review health, safety and welfare performance
- each member of SLT is responsible for the health, safety and welfare of all employees within their span of control

Head of Estates & Operations

The Head of Finance & Operations will be a suitably qualified and 'competent person'. They will be the nominated health & safety lead for the Trust and will be responsible for:

- managing, co-ordinating and monitoring health and safety matters within the school
- ensuring that the Health and Safety Policy and systems are implemented
- reporting regularly to the school Head Teacher on health and safety issues
- liaising with the Academy Governance Committee with regards to health and safety
- ensuring that a suitable system is in place for reporting accidents and near misses and that the system is properly implemented
- ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented
- liaising with any contractors visiting, or due to visit, school and ensuring that suitable and sufficient risk assessments are provided prior to the contractor providing the service, and that adequate risk controls are put in place
- engaging external health and safety or other specialist consultants (e.g. asbestos), as appropriate, receiving their reports and taking any necessary action
- advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the school)
- ensuring that contractors and persons hiring any part of the premises are aware of the Health and Safety Policy
- ensuring that all necessary safety signs and notices are displayed
- ensuring that notices relating to specific hazardous areas are displayed
- ensuring that fire risk assessments are carried out, appropriate fire protection and firefighting equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff
- overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks
- maintaining an appropriate cleaning schedule and ensure compliance with the latest Control of Substances Hazardous to Health (COSHH) Regulations with regards to substances used for cleaning and by site staff
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the school
- ensuring that site staff are competent to carry out their responsibilities
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- taking appropriate action, where necessary, to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment

Staff with Departmental Responsibilities

Premise Manager

The **Premise Manager** will be appropriately trained and are responsible to the School Head Teacher through the Head of Estates for the implementation and operation of the Health and Safety policy, as it affects their areas of responsibility. They will:

- familiarise themselves with the School's Health and Safety policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- set up and implement safe methods of work
- ensure that the School's Whole School Behaviour policy is implemented within the department, as appropriate
- apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice
- instruct all staff, students and others under their jurisdiction in safe working practices
- carry out regular safety inspections of their areas and keep records of those inspections
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks
- ensure that all plant, machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- ensure that all departmental staff and students in their areas know the emergency procedures
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- provide appropriate health and safety information to relevant persons
- report any health and safety concerns to the Head Of Estates

Catering Manager

Where the School manages its own catering facilities, the Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant Lydiate Learning Trust and School policies
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen areas
- ensuring hygiene standards meet legislative requirements
- supervising and training staff appropriately
- training and instructing all catering staff in the emergency procedures
- carrying out regular reviews of the procedures and informing the Head of Estates of any issues of concern
- recording results of the monitoring and review of procedures
- ensuring that all catering staff have opportunities for raising concerns about health and safety issues

Where the School contracts out the catering arrangements, the Head of Estates will ensure that the above responsibilities are fulfilled as part of the contract.

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with the school on health and safety matters
- work in accordance with training and instructions
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- model safe and hygienic practice for pupils
- understand emergency evacuation procedures and feel confident in implementing them

All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils under their supervision, and any other persons who may be affected by their actions
- co-operate with the school on health and safety matters
- understand and use the School reporting systems
- familiarise themselves with this Health & Safety Policy
- observe all health and safety rules and procedures set out by Lydiate Learning Trust and the School and use all equipment provided in the interests of health and safety
- participate in assessing risks and the management of identified risks
- follow all relevant codes of safe working practice
- alert the Head of Estates or Premise Manager, as appropriate, to any potential hazard or unsafe working practices noticed
- report (through the School's reporting system) all accidents, incidents or near-misses that have led or may lead to illness, harm or damage
- ensure that students' behaviour is regulated in accordance with the Whole School Behaviour Policy
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the School's Safeguarding procedures
- model safe and hygienic practice for pupils
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training for using the machine, or are being supervised by someone with a thorough working knowledge of the machine
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision
- ensure that they are familiar with fire drills, means of escape and evacuation procedures and feel confident in implementing them
- participate in any relevant training

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the School Head teacher, as appropriate.

Lydiate Learning Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

Communication of the Policy to Staff

The policy will be brought to the attention of and/or issued to all staff members on induction and an annual refresher.

Pupils and Parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

6. Site Security

The Premises Team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They are also key holders and will respond to an emergency.

7. Fire

Fire safety will be included in the induction briefing for all new staff and all staff and pupils will be made aware of any new fire risks.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Each school will have site specific evacuation procedures and emergency evacuations will be practised at least once a term.

Fire alarm testing will take place once a week.

In the event of a fire:

- the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will begin as per the site specific procedures.
- fire extinguishers may be used by Premise staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- staff and pupils will congregate at the assembly points, following the school's evacuation procedures

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

8. Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- gases and asphyxiating gases
- germs that cause diseases, such as leptospirosis or legionnaires disease

COSHH risk assessments are completed by Head of Estates and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Hazardous products should be stored in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

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

9. Gas Safety

- installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- gas pipework, appliances and flues are regularly maintained
- all rooms with gas appliances are checked to ensure that they have adequate ventilation

10. Legionella

- an annual water risk assessment should be completed by an external qualified provider. The Head of Estates is responsible for ensuring that the identified operational controls are conducted and recorded.
- the risks from legionella are mitigated by regular checks by the Premises team

11. Asbestos

- under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of Estates
- staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- a record is kept of the location of asbestos that has been found on the school site
- an annual audit of asbestos is completed annually and recorded in the asbestos register.

12. Equipment

- all equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- when new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- all equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

13. Electrical Safety

- the Head of Estates is responsible for ensuring that electrical installations are maintained in line with published guidance
- all fixed wire electrical installations are tested every 5 years
- installation, maintenance and repair of electrical appliances and fittings will be carried out by a competent approved electrical contractor

14. Electrical Equipment

- all staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- any potential hazards will be reported to Di Head of Estates immediately
- permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- only trained staff members can check plugs
- where necessary a portable appliance test (PAT) will be carried out by a competent person in line with guidance published by the Health & Safety Executive
- all isolators switches are clearly marked to identify their machine
- electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

15. PE Equipment

- PE / gym equipment will be serviced annually
- pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker using the premises' email

16. Display Screen Equipment

- staff who use computers daily as a significant part of their normal work should have a display screen equipment (DSE) assessment carried out ('significant' is taken to be continuous/near continuous spells of an hour or more at a time)
- staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

17. Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

18. Lone Working

Lone working may include:

- late working
- home or site visits
- weekend working
- site manager duties
- site cleaning duties
- working in a single occupancy office

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Suitable lone working risk assessment will be undertaken at site.

19. Working at Height

Work at height from where a person could fall a distance is liable to cause personal injury presents a significant risk. All such activities should be avoided where it is reasonably practicable to do so.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- the premises team retains ladders for working at height
- pupils are prohibited from using ladders
- staff will wear appropriate footwear and clothing when using ladders
- contractors are only allowed to use their own ladders which need to be suitable for the task, school property should not be used
- before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- access to high levels, such as roofs, is only permitted by trained persons
- suitable working at height risk assessment will be undertaken at site.

20. Manual Handling

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

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

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

- plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- take the more direct route that is clear from obstruction and is as flat as possible
- ensure the area where you plan to offload the load is clear
- when lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- suitable manual handling risk assessment will be undertaken at site.

21. Off-site Visits

When taking pupils off the school premises, we will ensure that:

- risk assessments will be completed where off-site visits and activities require them
- all off-site visits are appropriately staffed
- staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- follow the school specific procedures for off-site visits

22. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health & Safety policy, and will have responsibility for complying with it.

23. Bullying / Violence at Work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff should report any incidents of bullying, aggression or violence (or near misses) directed to themselves to their line manager/head teacher immediately. This applies to all instances whether from pupils, visitors or other staff.

24. Smoking

Smoking is not permitted anywhere on the school premises.

25. Infection Prevention and Control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

25.1 Handwashing

- wash hands with liquid soap and warm water, and dry with paper towels / hand dryer
- always wash hands after using the toilet, before eating or handling food, and after handling animals
- cover all cuts and abrasions with waterproof dressings

25.2 Coughing and Sneezing

- cover mouth and nose with a tissue
- wash hands after using or disposing of tissues
- spitting is discouraged

25.3 Personal Protective Equipment

- wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood / body fluids
- wear goggles if there is a risk of splashing to the face
- use the correct personal protective equipment when handling cleaning chemicals

25.4 Cleaning of the Environment

- clean the environment frequently and thoroughly

25.5 Cleaning of Blood and Body Fluid Spillages

- clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- when spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- make spillage kits available for blood spills

25.6 Laundry

- wash laundry in a separate dedicated facility
- wash soiled linen separately and at the hottest wash the fabric will tolerate
- wear personal protective clothing when handling soiled linen
- bag children's soiled clothing to be sent home, never rinse by hand

25.7 Clinical Waste

- always segregate domestic and clinical waste, in accordance with local policy
- used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- remove clinical waste with a registered waste contractor
- remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

25.8 Animals

- wash hands before and after handling any animals
- keep animals' living quarters clean and away from food areas
- dispose of animal waste regularly, and keep litter boxes away from pupils
- supervise pupils when playing with animals
- seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

25.9 Pupils Vulnerable to Infection

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

25.10 Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

26. New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Reference will be made to the Trust's New and Expectant Mothers at Work Guidance and risk assessment Form. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

27. Occupational Stress

The Trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Refer to the Trust's Stress Management Policy and Risk Assessment for more information.

28. Accident Reporting

28.1 Accident Recording

- an accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- as much detail as possible will be supplied when reporting an accident
- records held in the first aid and accident book will be retained by the school as per the Trust's Retention Policy
- an investigation will be carried out if the incident warrants this.
- Reporting of near miss activities will be reported to Head of Department and Head of School.
- The Director of Finance & Operations will review Accident trends on a Monthly basis and provide a detailed trend analysis report to Directors quarterly.

28.2 Reporting to the Health and Safety Executive

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Further guidance can be obtained from the Health & Safety Executive website.

The Director of Finance & Operations will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). After notifying the Trust Executive Head Teacher, the Director of Finance & Operations will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- death
- specified injuries which are:
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding)
  - 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 requires resuscitation or admittance to hospital for more than 24 hours
- injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- where an accident leads to someone being taken to hospital
- where something happens that does not result in an injury, but could have done
- near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - the collapse or failure of load-bearing parts of lifts and lifting equipment
  - the accidental release of a biological agent likely to cause severe human illness
  - the accidental release or escape of any substance that may cause a serious injury or damage to health
  - an electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

28.3 Notifying Parents

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

28.4 Reporting to Ofsted and Child Protection Agencies

The Designated Safeguard Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguard Lead will also notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

29. Risk Assessment

All members of staff in charge of departmental 'safety areas' (Science, Technology, PE, Art, Plant Rooms etc.) are responsible for ensuring that risks are identified, appropriate assessments are made and control measures in place. Members of staff must be competent to carry out appropriate risk assessments. The Director of Finance & Operations is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

The School will determine its own risk assessment pro forma, which must be used by all staff. Completed assessments must be sent to the Director of Finance & Operations, retained on the shared network, and made accessible to all relevant staff.

Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

30. Contractor Competency and Managing Contractors

The Head of Estates will agree with the head teacher the health and safety site rules for all contractors who come on site to perform work on behalf of the school and be responsible for implementing the rules.

Contractors will agree health and safety practices with the Head of Estates before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work. Contractors should also provide evidence of their competency, including qualifications and training, to complete the works.

Those persons that engage contractors shall be responsible for ensuring:

- the suitability of the contractor to undertake the work. This may require professional advice from an appointed person e.g. architect

- the contractor is a competent person who has the suitable training, skill and knowledge for the task to be undertaken to prevent injury to themselves and others
- that contractors comply with current legislative requirements, best practice and industry standards and have sufficient qualifications to carry out the job
- the main contractor provides details of any sub-contractor who is engaged to undertake work on the contractor's behalf
- the contractor has valid insurance for the intended works
- agreed works are designed by competent persons
- agreed works are managed by suitably competent people
- appropriate contractor induction, access and security arrangements are in place as per the agreed site rules
- Permits for Work are obtained if applicable to the activity being performed
- arrangements are in place to review risk assessments, method statements and safe systems of work before work commences, and monitoring of practices takes place during contracted works
- arrangements are in place to ensure sufficient communications with those that may be affected by the works undertaken
- any contractor-related incidents, including near misses, reportable accidents, diseases and dangerous occurrences are reported and that appropriate actions are taken to prevent a recurrence, so far as is reasonably practicable

31. Training

Staff will be provided with health and safety training as part of their induction process.

The School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

Staff who feel that they have a need for Health & Safety training of any kind should email their request to the Assistant Head with responsible for Continuing Professional Development (CPD). The Assistant Head responsible for CPD will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken

32. Equal Opportunities

In making, reviewing and implementing this policy the School's equal opportunities policies must be taken into account.

In particular, the School must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the School's facilities and curriculum as far as is reasonably practicable.

The School Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students and visitors.

33. Policy Monitoring

This policy will be reviewed by the Director of Finance & Operations annually. At every review, the policy will be approved by the Trust Board.

34. COVID-19

School considers COVID-19 as one risk amongst others in relation to health and safety that is risk assessed and managed.

- School has carried out a COVID-19 risk assessment which is kept up to date with assistance from school's Health & Safety Advisers. It is displayed on the school website and has been shared with all staff and other stakeholders. A copy is sent to the Local Authority.
- Preventative & protective measures have been put in place to reduce risks to an acceptable/ tolerable level:
  - Appropriate hygiene regimes for staff & pupils.
  - An enhanced cleaning regime.
  - Measures are in place to ensure social distancing is observed across the site and in all buildings consistent with current guidance and appropriate to the numbers of students, staff, and visitors in the school
  - Ventilation systems have been reviewed and maintained. Natural ventilation is used across site, when safe to do so, with due consideration for fire safety.
  - Provided appropriate personal protective equipment (PPE) as required by staff.
  - Staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid
  - Students/pupils are educated about Covid and re-assured about the measures in place.
- Monitoring of the effectiveness of the measures in place is carried out by Senior Leadership
- Information, instruction, training, and protective equipment is provided to staff (and students where required)
- Risk assessments, policies, procedures, and practices are reviewed at regular intervals and especially where additional information is gained through changes in government guidance, monitoring or following an incident.
- School supervises staff to exercise increased due care and attention and observe safe working methods.
- School communicates regularly and effectively with staff, parents & all stakeholders about the school's response to Covid.
- School has put in place:
  - support required for students with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
  - measures to check on staff wellbeing (including for leaders).

• A contingency plan risk assessment has been written in case school has to step measures up or down in response to local outbreaks, as required by the DfE.