The Blessed Peter Snow
Catholic Academy Trust

Health & Safety Policy

The Blessed Peter Snow Catholic Academy Trust Mission Statement:

The five strands in our mission help us journey closer to Jesus. Through scripture and the sacraments, we are guided in our mission to provide opportunities for each person to have life and have it to the full.

Our pupils, staff and communities:

- Are encouraged to discover more about who they are within a supportive Catholic environment, so that by making our journeys together all may catch a glimpse of God
- Show respect and acceptance of each other, so that all feel welcomed and are thus prepared to take their place in a just and caring society
- Have the freedom and safety to find, recognise and celebrate all the gifts and talents, opportunities that lead to happiness
- Through knowing and celebrating success in all its forms during their time with us, lay the foundations for a successful life outside our Academies
- Thrive and grow in their work and learning, inspired to show curiosity and independence of thought

"God's glory is seen in a human being who is fully alive; and that life is truly full when the person catches a glimpse of God"
St Irenaeus (c.130 – 200)

Policy Document	Health & Safety Policy
Legislation/Category: Articles of Association	**Legally Required**
Lead Member of Staff:	Chief Operations Officer
Approved by:	BPSCAT Trust Board
Date Approved:	November 2025
Review Frequency:	Annual
Review 4:	November 2026

Version Control

Date	Amendment	Version
September 2023	New Policy	1.0
September 2024	Date approved and review date changed	2.0
September 2024	Review date added to footer	2.0
September 2024	PPE Regulations added to section 3.19	2.0
November 2024	Driving for work amendments for personal vehicles	3.0
November 2025	Date and review date changed	4.0

The Blessed Peter Snow Catholic Academy Trust Health and Safety Statement of Intent

- The Blessed Peter Snow Catholic Academy Trust's Policy is to comply with the Health & Safety at Work Act 1974 by taking all the necessary measures to ensure the health, safety and welfare of all employees and third parties affected by the Trust's activities.

- It is the Policy of the Trust to provide adequate resources and funding and to employ competent persons to meet the company's commitment to health & safety.

- All levels of management will actively promote and support this health & safety policy to ensure effective organisation and arrangements for its implementation.

- This Trust recognises the responsibilities as an employer to undertake all that is reasonably practicable to:-

- Provide and maintain a safe working environment for employees without risk to health.

- Ensure plant and equipment provided are safe to use and ensure safe systems of operation are provided.

- Ensure all articles and substances have been assessed before use, stored and used safely.

- Ensure cooperation and coordination with other employees, occupiers, contractors and the self-employed.

- Plan all work to ensure that company work sites and activities are adequately prepared and resourced.

- Provide adequate safety information, supervision and training.

- Provide suitable and adequate welfare facilities.

- Monitor and regularly review the performance of activities against this safety policy.

- Appoint employees to account for their capabilities when carrying out the work.

- Ensure all company employees fully cooperate and support this Policy.

- Consult with employees on health, safety and welfare matters.

- Seek external Health & Safety advice as necessary to enable the Company to comply with the statutory legislation.

- Consider any adverse impact of the Company's activities on the environment.

- Review the effectiveness of this Policy at least every 12 months or when significant new legislation has to be considered.

1.0 INTRODUCTION

The Blessed Peter Snow Catholic Academy Trust (hereafter referred to as the Trust) is committed to providing a safe learning and healthy working environment for all its pupils, employees, visitors and contractors per its responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent or associated legislation.

1.1 Purpose

This Policy sets out the Trust's approach and commitment to managing health and safety within the organisation and the arrangements it has put in place per statutory legislation and best practice. It is a comprehensive document and must be supported by current legislation, specific policies and risk assessments as appropriate.

1.2 Scope

The Policy applies to all employees throughout the Trust. In adherence with this Policy, employees must take reasonable care for their health and safety and that of others who may be at risk of being affected by their acts or omissions.
All visitors and contractors are also required to adhere to this Policy. They must be capable of demonstrating their compliance with the policies and procedures associated with this Policy.

2.0 ROLES AND RESPONSIBILITIES

2.1 The Trust Board

The Trust Board is responsible for ensuring that the Trust fulfils all legal obligations concerning health and safety. This specifically includes ensuring that:

- An up-to-date and effective Policy for health and safety management across the Trust is supplemented by underpinning policies and procedures as appropriate.

- Our employer responsibilities are met by appointing a Competent Person to provide professional advice on health and safety matters.
- There are arrangements to consult employees about the risks and current preventative and protective measures.

- There are arrangements to assess risks to pupils, employees, visitors and contractors who could be affected by their activities.
- All employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety.
- Funds are allocated appropriately to meet the requirements of this Policy and relevant legislation.
- Notification and reporting procedures to the relevant statutory authorities are carried out.
- External independent health and safety reviews are undertaken periodically to supplement internal reviews.

All Trustees will be committed to setting a personal example on health and safety matters and promoting a positive health and safety culture across the Trust.

2.2 Chief Executive Officer (CEO)

The Chief Executive Officer has overall leadership responsibility for ensuring that the duties of the Trust Board are met and that all organisational responsibilities and arrangements as set out in this Policy are communicated, implemented and maintained.

2.3 Chief Operating Officer (COO)

The Chief Operating Officer is responsible for the development and co-ordination of the health and safety programme. The COO is responsible for the day-to-day health and safety management within the Trust Central Offices.

2.4 The Headteacher/Executive Head/ Head of Academy

For the purpose of this document, Headteacher means the most senior Teacher in the Academy, (the Headteacher/Executive Head/Head of Academy on site). The Headteacher is responsible for overseeing and monitoring health and safety procedures within their Academy and ensuring that:

- The Trust and Academy policies and procedures are implemented and communicated to all necessary personel.
- Ensure that all company employees receive adequate and appropriate supervision.
- Monitoring health and safety matters in their Academy and providing information to the Trust and Academy Council as required;
  - The number of accidents, incidents and near misses, including any modifications to control

  measures or requirements that need further action.
  - Number of instances of staff absence due to workplace-related injury or work-related mental impairment, for example, stress-related absences.
  - Health and safety training completed.
  - Progress against the Health and Safety external review action plan or other recommended actions. - Review of policies and procedures within the Academy.
- Ensure that adequate health and safety management procedures are in place for carrying out regular inspections and risk assessments, maintaining appropriate records, implementing appropriate control measures or actions where necessary and providing information to employees and the Trust as appropriate.
- Ensuring adequate and appropriate first aid provision is always readily available within the Academy.
- Ensure that effective management procedures are in place for emergencies, for example, in the event of a fire or security breach.
- Ensure that all employees within their Academy receive the necessary health and safety information, instruction, training and supervision to undertake their roles and responsibilities safely. Employees must have access to policies that apply to them within the Academy.
- Ensuring pupils, visitors and contractors understand and follow the policies and procedures that apply to them.
- Informing the CEO or COO of all matters relating to severe breaches of Policy, including any major incident to be addressed under this Policy.
- Ensuring that health and safety investigations are carried out where necessary and implementing actions required to eliminate/reduce future risks to health and safety.
- Ensure that the advice of the Competent Person or the Trust is acted upon.

- Ensuring appropriate and reasonable adjustments are made to provide for the health and safety of employees with temporary or permanent impairment, meaning they require additional support or reasonable adjustments.

2.5 Competent Person

The Trust has appointed a competent person and has engaged the services of Prestige Safety Services,

Suite 9
The Gables Business Court
Belton Rd
Epworth
DN9 1JL

- Ensuring the Academy is aware of statutory obligations and recommended Codes of Practice.
- Conducting periodic health and safety site inspections, reviewing site activities and working procedures.
- Attending site-based Health and Safety meetings as and when required.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- To advise on and deliver health and safety training requirements.
- To advise where other contractors' activities may be hazardous to site operations.
- To assess third-party risk assessments concerning educational visits and advise on any internally produced risk assessments associated with residential educational visits.
- Provide ongoing advice and assistance on health and safety matters.
- Review of performance and audit of health and safety and fire safety programmes.

2.6 All Employees

All employees of the Trust have a responsibility to take due care of their health and safety along with that of others whilst at work.

All employees of the Trust will act responsibly to ensure that they:

- Understand and comply with the Trust Health & Safety Policy and Procedures and associated policies and procedures.
- Have a duty to take reasonable care of their safety and any other person(s) affected by their work activities.
- Cooperate with the Trust and individual academy management on all matters relating to health and safety.
- Use equipment provided safely and following the manufacturer's instructions, guidance, and correct operating procedures.
- Do not misuse or interfere with anything provided concerning safety, health, welfare and fire. Use and wear PPE as instructed. Look after and maintain equipment issued.
- Report accidents, incidents and near misses per procedures and participate where requested in any subsequent investigation.
- Immediately report any concerns or issues in the interests of health and safety to their line manager (e.g. equipment/premises defects; policy or procedure failures) per procedures.
- Do not misuse anything that has been provided for health and safety purposes.
- To ensure that the Trust complies with its duties under the Health and Safety at Work Act 1974, employees should notify the Trust immediately should they be diagnosed with any medical condition, including pregnancy, that may affect their safety at work or those around them. This will enable the company to adjust their work or the work environment reasonably.
- Encourage pupils to follow safe practices and observe safety rules.

2.7 Visitors and Contractors

- When required, provide the Company with Risk Assessments and Safety Method Statements, and make adequate arrangements for subsequent inspection and monitoring of work activities.
- Comply with all provisions contained in this Trust Health & Safety Policy.
- Comply with the arrangements, emergency procedures and regulations specified in the relevant Trust site rules.
- Ensure that their activities are carried out safely and without risk to health and that such activities are conducted strictly per current Health & Safety legislation and best practices.

- Report all accidents, injuries and "near misses" to the Headteacher or other relevant person.

- Ensure that all operatives are competent and adequately supervised.

- Ensure that only authorised employees and Sub-Contractors having received an induction talk are engaged in work activities.

- Comply with instructions given by the Trust/Trust Safety Advisors.

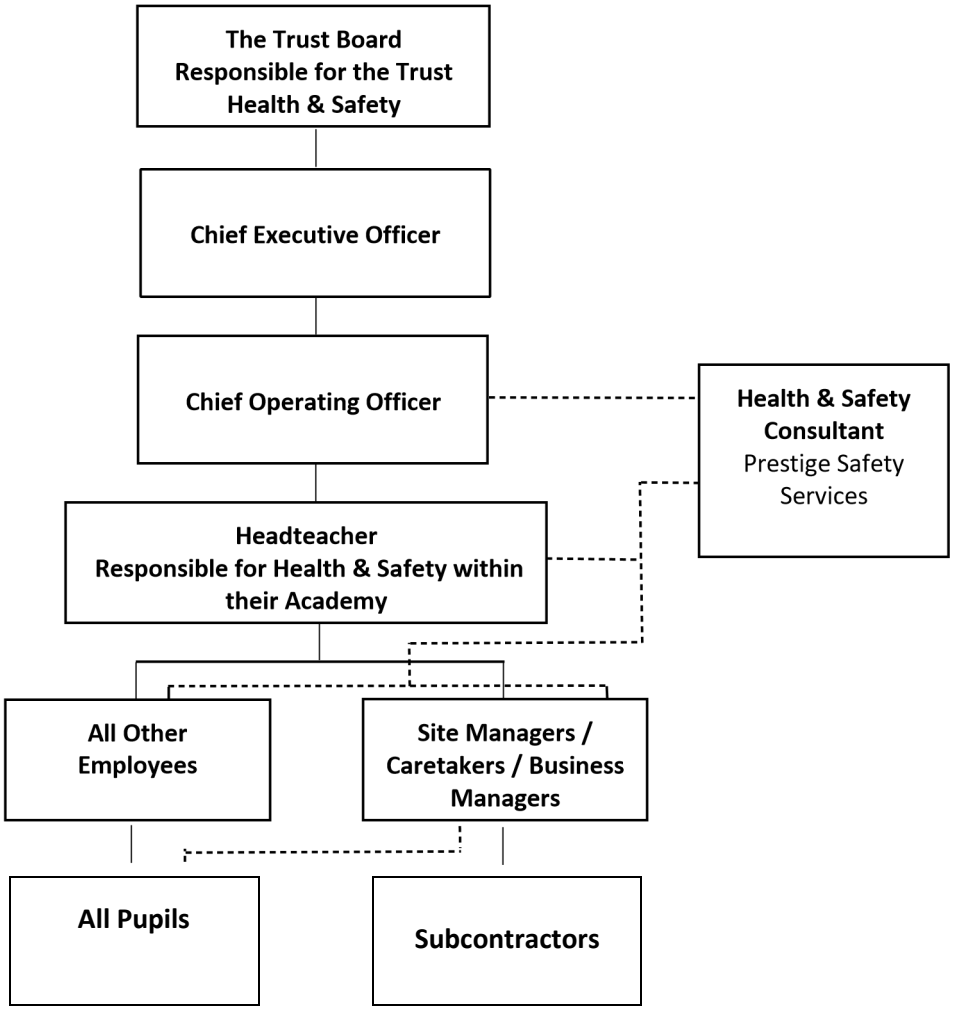
2.8 Pupils

All pupils must be encouraged to follow safe practices:

- To follow instructions by a member of staff in case of an emergency.
- To not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
- To inform a staff member of any situation that may affect their safety or that of another pupil.

Organisation Chart (Health & Safety)

The below illustrates the Trust's management structure hierarchy concerning health and safety:



Line of responsibility and communication _____

Line of communication only _____

3.0 HEALTH AND SAFETY ARRANGEMENTS

3.1 Consultation and Health and Safety Representatives

The COO and Headteacher is responsible for ensuring adequate arrangements are in place to consult employees on matters relating to health and safety. This will be provided by including health and safety as an agenda item for employee/team meetings, briefings and appropriate training programmes. All employees are advised to discuss safety concerns, report incidents or near misses and be encouraged to promote a positive health and safety culture.

A recognised independent trade union can appoint safety representatives under the Safety Representatives and Safety Committee Regulations 1977. Recognised trade unions will inform the Trust or Academy in writing when a health and safety representative has been appointed, and where this is the case, the Trust/Academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any health and safety issue as it affects employees. The Trust/Academy will consult with health and safety representatives on any measures that may affect the employees the health and safety representative represents. The Academy will ensure that paid time off is provided for the inspections the health and safety representative is entitled to undertake and for training necessary to enable the health and safety representative to carry out their functions effectively.

3.2 Health and Safety Information and Training

3.2.1 Health and Safety Inductions – All new employees

The Headteacher is responsible for ensuring that each new employee appointed completes a health and safety induction; this would usually be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances).

Inductions for all employees will include (but not restricted to) information on:

- The location of the Health and Safety at Work poster.
- Health and Safety responsibilities outlined in their job description.
- How they can access Health and Safety policies and associated information within the Academy or via the Trust Sharepoint portal.
- How they can raise any concerns or issues regarding Health and Safety matters.

- First Aid Provision – Location of first aid boxes, names of first aiders.
- Accident/Incident and Near Miss reporting – location of accident/incident/near miss forms, reporting procedures.
- Fire and Emergency procedures – what to do in an emergency, what the fire alarm sounds like, e.g.

  continuous or intermittent sound; a walk around the fire escape routes, fire exit doors and route(s); location of assembly points.
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities.
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for issuing PPE and instructions on how PPE is safely stored.
- Acknowledge receipt of all risk assessments/safe systems of work that are relevant to their regular tasks.

On completing the health and safety induction, the employee must confirm that they have been provided with and understand the health and safety information.

3.2.2 Health and Safety Training

The Headteacher is responsible for ensuring that all employees receive regular training specific to their job role in the following: (this list is not definitive and other training may be issued on a required basis)

- Fire Safety Essentials
- Introduction to Health and Safety at Work
- First Aid training appropriate to the situation

The following additional training should be completed where relevant to the role:

- Hazardous Substances (COSHH)
- Manual Handling
- Working at Height
- Display Screen Equipment
- Asbestos Awareness
- Legionella Awareness
- Personal Protective Equipment

3.2.3 Designated First Aiders/Designated Fire Marshals

The COO/Headteacher/Head of Academy is responsible for ensuring they have adequate designated first aiders. Before designation, they are fully trained and receive a valid certificate of competence in first aid at work. Refresher training will be undertaken within three years to continue designation as a first aider. Other staff may benefit from first aid awareness training.

Each Academy with an Early Years Foundation Stage will have at least one 12-hour trained full paediatric first aid qualified staff member available at all times. One-day Emergency Paediatric First Aid can support the 12hour paediatric first aid trained staff.

The COO/Headteacher/Head of Academy is responsible for ensuring they have adequate fire marshals. Before designation, they are fully trained in fire awareness and fire-fighting equipment operation. Refresher training will be undertaken within three years to continue designation as a fire marshal.

3.2.4 Managing Health & Safely Training

The Trust will make arrangements for ensuring that the following employees and governors throughout the Trust will complete Managing Health & Safety Training.

- CEO/COO/Headteacher
- Deputy Head of Academy
- Academy Business Manager
- Premises/Site Manager/Caretaker
- Trustees/Governors with responsibility for Health & Safety
- Designated Work Experience Leads

3.2.5 Asbestos Awareness Training

The Headteacher/Head of Academy will ensure that the following employees will complete asbestos awareness training as soon as practicable following their employment. Training will be refreshed on a two-year cycle or sooner:

- The person responsible for Asbestos register at each site

- Premises Manager/Caretaker

3.2.6 Legionella Training

The Headteacher will make arrangements for ensuring that the following employees complete Legionella Awareness training early as practicable following the start of their employment. Training will be refreshed on a two-year cycle or sooner:

- Premises Manager/Caretaker

3.3 HEALTH AND SAFETY MONITORING, INSPECTIONS AND AUDITS

The Trust will arrange for an external independent health and safety audit to be carried out annually.

The Headteacher will ensure regular health and safety inspections by professionally qualified contractors or internal staff with the knowledge, training and experience to assess health and safety management systems and processes competently. Regular reviews of risk assessments, maintenance schedules, and the physical environment should be undertaken, and this may include departmental audits and inspections in addition to the entire Academy.

Annual reviews should be undertaken, as a minimum, to review the following procedures and assessments:

- Fire Risk Assessment
- Legionella Risk Assessment
- Health & Safety Review/Action Plan (to include mid-year external review)
- Entire Academy's physical environment
- High-risk departments include Science, Design and Technology, Art & P.E.
- Educational visits

The review process should assess the following:

- Management and employee attitudes to Health and Safety
- The effectiveness of training, the impact and the need for further training
- The effectiveness of the policies and procedures to reduce the incidence of accidents or near misses, dangerous events and ill health in the workplace

- Have significant findings been addressed and have control measures been effectively implemented

3.4 Driving Vehicles at Work & Mobile Phone Use

Trust owned and managed vehicles

The Headteacher, where there is a minibus or other Trust operated vehicle, will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed and that a valid MOT certificate, road tax, insurance and the driver's licence are current and validated per legislation.

No employee shall drive a Trust vehicle unless they are authorised to do so by the Headteacher; it is the responsibility of the employee in possession of the company vehicle to ensure that unauthorised persons do not use it.

Any employee required to drive a Trust vehicle or their vehicle must hold a valid licence. A copy of the licence must be submitted to the Headteacher.
The Trust should check licences on an annual basis and maintain records of those checks.

Employees are strictly prohibited from driving company vehicles while impaired by alcohol, drugs or excessive fatigue. In the case of alcohol and drugs, employees may face disciplinary proceedings.

All drivers must perform a pre-start vehicle inspection at the start of each working day. This check should be documented.

All drivers must immediately report and document any accidents, damage, problems or concerns to the Headteacher.

Employees must never exceed safe speeds to reach their destination. All agreed arrival times must consider the circumstances at the time, e.g. weather, road conditions, likely hold-ups, distance etc.

Employees are required to notify the Trust immediately if:

- Their licence is endorsed, or they are disqualified from driving.
- They can no longer meet the eyesight requirements in the Highway Code.
- They are suffering from a medical condition or taking a course of medicine which affects their ability to drive safely.
- They believe the vehicle to be un-roadworthy.

Employees that drive Trust vehicles will be required to partake in eyesight monitoring with eyesight tests being carried out prior to driving Trust vehicles and at five yearly intervals thereafter.

Driving Personal Vehicles for Work Purposes

Over and above all the expectations of driving Trust owned and maintained vehicles the Headteacher will be responsible for ensuring.

- The driver/s holds a valid driving licence
- Evidence of suitable business use insurance to be provided to the Trust and records held on file by the Trust and checked annually.
- The vehicle has a suitable MOT certificate and is taxed records to be held on file by the Trust and checked annually.
- The driver holds a valid driving licence records to be held on file by the Trust and checked annually.
- Suitable breakdown arrangements are in place records to be held on file by the Trust and checked annually.
- A travel first aid kit is provided for the vehicle
- That a suitable amount of time is allocated for the journey, consideration should be given to stoppages due to traffic issues and comfort breaks.
- That the driver has had a suitable eye test in the last 5 years with records maintained
- Pre use daily checks are carried out with records made and maintained.
  Pre use daily check includes checking tyres (pressure/tread), all lights, windscreen wipers, horn, oil level, screen wash, seatbelts and where applicable that car seats are fitted in line with manufacturer's instructions.

When Transporting Pupils in Personal Vehicles

- Where possible two members of staff to be present in the vehicle.
- Where the above is not possible limit periods of traveling alone with pupils this may involve alternating regularly travelled routes if pupils are being dropped at multiple locations so that the same pupil is not always left alone with the driver.
- At least one staff member traveling in the vehicle should have the relevant level of first aid training.
- Where pupils weigh under 35Kg suitable child car seats must be utilised.
- Emergency contact details are accessible by the staff present in the vehicle.
- Pupils with pre identified behavioural issues must not be transported in privately owned vehicles without a non-driving staff member present.
- Mobile phones must be available to staff members to use in the event of an emergency.
- Parents/guardian to be informed of method of travel and the Trust must obtain prior consent from the parent/guardian.

Transporting Pupils under 35Kg in weight

The Headteacher is responsible for insuring that when traveling in a private vehicles children that are under 35 kilograms in weight are seated in appropriate car/booster seats.

- Car seats that are used for transporting children by the Trust staff members for Trust purposes must be owned, maintained and managed by the Trust.

- Car seats must conform to the United Nations standard, ECE Regulation 44.04 (or R44.03) or to the new i-size regulation, R129.
- Car seats should be selected and fitted in line with the ROSPA guidance which can be found at www.childcarseats.org.uk
- Car seats should be inspected prior to use with records made and maintained
- Drivers must be trained in the correct fitting of individual car seats and they should always be fitted inline with the manufacturer's instructions.

Car seats that have been involved in an accident should not be used again and should be disposed of in line with Trust waste collection arrangements.

Incidents and accidents

In the event of an incident or accident the vehicle should be stopped as soon as is reasonably practicable in a safe position.

If the vehicle is parked on a road, then the parking break applied, the engine switched off, keys removed and hazard lights should be switched on. All occupants should leave the vehicle from the nearside and move to a safe place away from the vehicle and the road.

If on a motorway if possible, use the hard shoulder, designated parking area or in the case of a smart motorway if neither of those options are available the nearside lane. All occupants should leave the vehicle from the nearside, climb over the armco barrier and move to a safe place away from the vehicle and the road.

Once safe to do so contact should be made with the school and if necessary the police to report the incident or accident and breakdown arrangements should be implemented.

Mobile Phone Use

- Employees should only use fully fitted hands-free kits when driving, where the phone is held in a cradle, a speaker/microphone is permanently fitted to the vehicle,
- Mobile phones and hands-free kits that require some part of the device to be held while in use are strictly prohibited. In these circumstances, you should not answer the call; instead, allow the call to go to the answer phone or be a missed call; these can be retrieved when it is safe to do so, i.e. when stationary with the engine switched off.
- Use of hands free communication while transporting pupils or others should not be utilised while the vehicle is moving unless under exceptional circumstances.

3.5 Accident, Incident & Near Miss Reporting

As per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the terms and conditions of the Green and Burgundy Book, all employees are required to report any:

- **Accidents** – any unplanned event that results in injury or damage to property, plant or equipment.
- **Incident** – an unexpected and usually unpleasant event that has happened. This includes acts of aggression or verbal abuse.
- **Near miss** – an unplanned event that did not result in injury, illness, or damage but had the potential to do so. Each Academy will have a procedure to collect personal information about the (potentially) injured person(s) in relation to accidents, incidents, near misses, or dangerous occurrences arising out of or in connection to their work. This procedure includes a record form which must be kept safe and accessible to all employees. All records will be retained securely once completed per the Data Protection Act 2018.

The COO and Headteacher will review and report on the occurrences of accidents, incidents, near misses, or dangerous occurrences which have taken place each term (and cumulatively during the academic year) and any actions that are taken to reduce or eliminate the risk of future occurrences of any particular instance.

Where any serious injury results in a pupil, employee, or visitor requiring medical attention at a hospital, then the nominated Competent Person should be immediately notified by the Headteacher for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required per Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, where injuries involve pupils, the parent will be notified by the Headteacher or their nominated person.

Records must be securely retained for at least three years after any incident which:

- Requires reporting per Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- It is an occupational injury which results in an employee being away from work or incapacitated for more than seven consecutive days.

- It is an occupational accident causing injury which results in an employee being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days); a record must be kept of this.

The COO and Headteacher ensures that legislation and supporting Trust guidance are complied with.

3.6 Asbestos

Asbestos is used for various forms of naturally occurring fibrous silicate minerals, extensively added to building materials used in the U.K. from the 1950s to the 1980s. Any building built before 2000 can contain asbestos.
The most hazardous Asbestos Containing Materials (ACMs) were used to insulate or offer fire protection.

All ACMs should be controlled regardless of type. ACMs can be found in under-floor services, floor, and ceiling tiles, pipe coverings, Artex ceilings, heat deflection materials, and many other forms.

To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 places duties on those responsible duty holders for the maintenance or repair of work premises.

The Trust acknowledges the health hazards associated with exposure to asbestos and their duty and commitment to manage it to protect pupils, employees, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACMs). The Trust will ensure that an Asbestos Refurbishment & Demolition Survey is carried out to safeguard the spread of asbestos from any place where work is carried out within a Trust premise.
The Headteacher is the duty holder for asbestos management at their Academy and is responsible for the safe management, maintenance and repair of the academy buildings under their control per the current legislation and Trust guidance.

The Headteacher of each Academy constructed before the year 2000 is responsible for ensuring that they comply with the Trust's procedures, including:

- No minor demolition or building maintenance works are to proceed until an asbestos survey (for refurbishment and demolition) has been obtained for the premises. All work involving

surveying possible asbestos materials and the removal of asbestos materials is to be carried out by specialist registered subcontractors only.

- Information regarding the presence of asbestos on site (from the asbestos survey/register) will be fully communicated to all operatives during their Site Induction. Suppose operatives discover or disturb any suspected asbestos-containing materials (not already identified in the asbestos register) during their work. In that case, they should stop work immediately, cordon off, ensure all persons have left the area, and notify their site contact or Trust line manager.

- In accordance with Regulation 10 of the Control of Asbestos at Work Regulations 2012, all employees liable to be exposed to asbestos at work shall receive mandatory asbestos awareness training.

- In accordance with Regulation 4, the company shall maintain a register of any confirmed or suspected asbestos-containing materials within the company premises and provide information to anyone liable to work on or disturb it.

3.7 Control of Substances Hazardous to Health (COSHH)

The Trust acknowledges that no substance can be considered entirely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the Trust will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer option is reasonably viable, the Trust will ensure that pupils, employees, or visitors are not exposed to substances hazardous to health.

Any harmful substance will be stored, moved, used, or handled safely. Exposure is sometimes controlled through appliances such as fume cupboards and dust extraction equipment. Appliances which provide this control will be tested and examined at required intervals.

The use of hazardous substances in the workplace will be controlled by following guidance taken from the eight steps under COSHH Regulations as follows:

- Assess the risk
- Decide what precautions are needed
- Prevent or adequately control exposure
- Ensure control measures are maintained
- Monitor the exposure
- Carry out appropriate health surveillance where required

- Prepare plans and procedures to deal with accidents, incidents and emergencies
- Ensure employees are properly informed, trained and supervised

The Headteacher will ensure the following:

- Maintenance of an up-to-date inventory (COSHH register) identifying all hazardous substances used within the Academy's premises and obtaining the most current version of the material safety data sheets.
- Secure and safe storage of substances in correctly labelled containers deemed suitable for the substance it contains.
- Replacement of hazardous substances with safer alternatives wherever possible.
- Completion of a risk assessment for using hazardous substances, which present significant risk.
- Testing and maintenance of any equipment required for controlling substance exposure (including personal protective equipment).
- Required and appropriate information, instruction and training are provided.
- Records of assessments as retained on the academy premises and made available to the relevant individuals or on request.
- Exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

Employees and Subcontractors will be advised at induction not to use any hazardous materials or substances without a suitable assessment and, where required, a safety method statement.

3.8 Display Screen Equipment Regulations

The Trust recognises the responsibilities for the health and safety of all employees when working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Whilst the regulations do not strictly apply to pupils, the Trust will aim as far as reasonably practicable to use equipment, information, and instruction to the levels provided to employees.

The Headteacher will provide appropriate equipment, information, instruction, and training to enable employees to assess and record their DSE workstations. The assessment criteria is uniform throughout the Trust.

If an individual identifies a specific need that cannot be addressed within existing academy support/resources. In that case, it may be appropriate for them to be referred to Occupational Health Advisors and recommendations implemented as appropriate.

Employees working with Display Screen Equipment will take regular breaks from DSE activities, which is suggested at around 5-10 minutes for every hour of concentrated DSE work.

3.9 Educational Visits

The Trust recognises the duties within the Health & Safety at Work etc. Act 1974 and the regulations made under it apply to activities taking place on or off-site academy premises (including Academy visits in Great Britain).

Any incident occurring overseas is outside the jurisdiction of HSE (Health & Safety Executive), and they will not investigate or take action concerning the circumstances of the incident. Whether criminal charges should arise from such incidents would be a matter for the relevant national authorities to consider and pursue.

The Headteacher is responsible for ensuring that satisfactory arrangements are made for educational visits organised for pupils, including:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed.
- Adequate child protection and safeguarding measures are in place.
- The group leader has sufficient training, experience and time to organise the visit.
- Approval has been given by the external advisor as appropriate.
- The Academy has approved the review of the final arrangements.
- Adult-to-student ratios are appropriate.
- Arrangements exist for pupils with Education Health Care Plans or medical needs.
- Appropriate insurance cover is in place (including cover for volunteers).
- All consent forms have been signed.

- The group leader/supervisor and other nominated persons have a list of all pupils and adults on the visit, the contact details and information required in an emergency.
- A named contact person at the venue is confirmed before the visit.
- A contingency plan is in place if the itinerary should change or there are any delays.

The Headteacher/Head of Academy must be satisfied that teachers and staff can lead or supervise off-site visits. It is a legal requirement that leaders are experienced and competent in the activities they are leading. On adventurous activities, leaders with specialist skills and qualifications must be used for the activity elements of the trip.

3.10 Electrical Safety at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety which are in addition to general health and safety duties. These apply to all Trust premises and can be categorised as follows:

- **Fixed Electrical Systems** – those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.
- **Portable Appliances** – those that are plugged in or wired into the fixed electrical system.

Risk assessments on electrical safety will take account of the requirements of the Electricity at Work Regulations 1989, which cover both fixed electrical systems and portable appliances.

The Headteacher of each Academy will ensure that all fixed electrical installations are inspected by a qualified electrician at least every five years.

The Headteacher will ensure that all portable appliances will be visually inspected periodically if their use or environment suggests this to be necessary, e.g. apparent signs of misuse, damaged or discoloured plug tops, warn or loose cables.

All portable appliances should be subject to a detailed inspection and test at a frequency dependent on the use of the equipment and determined by a suitably trained person. The Academy must retain a register of all electrical items tested.

Any faulty or damaged appliances must be removed from use and either repaired by someone qualified to do so or disposed of to prevent their further use (and in accordance with appropriate disposal procedures). The item will be labelled with a 'Do not use' sticker attached until it is suitably repaired.

The Checklist for all operators of electrical tools and equipment will be as follows:

- Before use, visually inspect portable electric equipment for damage and report any defects immediately for repair by a competent person.
- Check that cables are not frayed, that all screws are secure, and that the casing is not cracked.
- Check that the plug is free of damage.
- Disconnect from the power source when not in use.
- Do not carry the tool or appliance by its cable.
- Do not use the equipment until repaired, tested and verified by a Portable Appliance Test label.

The Trust or Academies will not accept gifts or second-hand appliances. Employees must not bring in their appliances from home unless it is associated with their work. The Headteacher/Head of Academy must approve the use of the employee's appliance, which must be supported by evidence of a valid test (PAT test).

3.11 Fire Safety

The Trust recognises the importance of ongoing fire safety management in its Academies to safeguard the safety of all pupils, employees, visitors and contractors. Each Academy must comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, whereby the priority must be the immediate and total evacuation of the building upon the detection of fire, ensuring that adequate means of escape are available at all premises.

The Trust operates a strict No Smoking or No Vaping policy across all Trust premises and grounds.

The Headteacher Responsibilities:

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure fire safety management, particularly fire equipment, fire notices, and fire drills, are up to date.

The 'Responsible Person' is the Headteacher of each Academy and is responsible for ensuring appropriate arrangements are in place to safeguard occupants and premises. This shall be in accordance with current legalisation and supporting Trust guidance.

Each Academy has its fire evacuation plan that meets the needs of the premises and its occupants.

Personal Emergency Evacuation Plans (PEEP) shall be produced for any Trust staff member or pupil that may require assistance in the event of an evacuation. PEEPs will be reviewed as a minimum on an annual basis or as and when needed within the yearly period.

- A competent person will service the fire alarm and refuge communication systems six monthly. Inhouse checks will be carried out weekly. In the case of the fire alarm test, a different call point is to be used to test the alarm each week.
- Fire exit routes and doors will be inspected weekly inhouse
- Fire doors should be inspected monthly in-house and on an as and required basis by a competent person.
- Fire Extinguishers should be inspected annually by a competent person and weekly in-house
- Emergency Lighting should be inspected annually by a competent person and monthly inhouse.
- Evacuation Chairs should be inspected internally on the following intervals, visual test weekly and operated Quarterly. An annual check by a competent person is also required.
- The fire risk assessment should be reviewed annually by a competent person.

All the above checks must be documented and records maintained.

Fire Drills should be carried out in all Academies once per term, outcomes recorded, and records maintained.

3.12 First Aid

The Health and Safety (First-Aid) Regulations 1981 places a legal duty on the Trust and academies to provide 'adequate and appropriate' equipment, facilities and qualified first aid personnel to ensure all employees receive immediate attention if injured or taken ill.

This legal duty does not make first-aid provision for non-employees; however, the Health and Safety Executive strongly recommends it, and therefore it is the Trust's Policy that provision should be made for them at all academies.

The Headteacher is responsible for ensuring that legislation and supporting Trust guidance are complied with.

- The Company will provide sufficient facilities, equipment and trained persons to deal with workplace accidents and injuries. At a minimum, one first aid appointed person will be on all sites.

- Sufficient first-aid boxes will be available; first aiders are responsible for regularly checking to ensure boxes are maintained and fully stocked.

- All adult injuries are to be recorded in the Accident Book held at the Company office.

- All injuries to pupils will be recorded in line with the Academy procedures, and parents/guardians will be notified.

- The names of nominated persons and the location of first-aid facilities will be prominently displayed.

The Headteacher is responsible for ensuring that there are an adequate number of designated first aiders.
Prior to designation, they are fully trained and receive a valid certificate of competence in first aid at work. Refresher training will be undertaken within three years to continue designation as a first aider. Other staff may benefit from first aid awareness training.

Each Academy with an Early Years Foundation Stage will have at least one trained full Paediatric First Aid qualified staff member available at all times. The Paediatric First Aid trained staff member can be supported by lesser qualified Emergency Paediatric First Aid trained staff.

Additional training will be provided on a risk-assessed case-by-case basis in situations with a known increased risk of the first response being required, e.g. a child/staff member with a declared nut allergy that requires epipen intervention in the case of a reaction.

3.13 Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires the Trust to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition to prevent the risk of injury to any person.

No person may work on gas fittings or appliances unless they are professionally qualified and competent. All engineers must be Gas Safe registered. The requirements apply to both natural and liquefied petroleum gas (LPG).

The Headteacher must ensure:

- Any contractor working on gas fittings or installations is Gas Safe registered and appropriately qualified for the work to be carried out.
- All gas systems and appliances are operated and maintained to prevent danger to persons or property.
- All gas appliances are inspected annually and maintained periodically per mandatory requirements, and ensure that all rooms have adequate ventilation and air vents and flues are not obstructed.

3.14 Legionella

Legionnaires' disease is a severe pneumonia caused by the Legionella bacterium. People become infected when they inhale airborne particles from a contaminated source. Early symptoms include muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhoea occurs, and confusion may develop.
Legionnaires' disease can cause long-term health problems.

The Trust recognises the need to take all reasonable steps to prevent the organism Legionella Pneumophila from coming into contact with pupils, employees, visitors or contractors in a potentially hazardous manner as set out by The Control of Substances Hazardous to Health Regulations 2002.

The Headteacher is responsible for:

- Appointing an appropriately qualified person to undertake a legionella risk assessment that is reviewed annually, and the report must be uploaded to the Academy compliance system.
- Ensuring that the legionella control tasks designated to an employee(s) or a specialist contractor are carried out and uploaded to the academy compliance system.
- Ensuring all persons designated with a duty have the time, resources, knowledge and training required.

If not carried out under contract, internal checks conducted by the Site Manager / Caretaker may include;

- Flushing rarely used outlets every week
- Conducting water temperature checks (monthly)
- Disinfecting / descaling showers or other areas where water droplets are formed (quarterly)

3.15 Lone Working

The Trust recognises that there may be an increased risk to the health and safety of employees whilst working alone. Lone working procedures will apply for those employees who are working:

- during normal working at an isolated location within the normal workplace; or
- outside normal working hours unaccompanied.

The COO and Headteacher are responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working and that any control measures identified are implemented and specific to their workplace. The Headteacher/Head of Academy will ensure that all necessary employees are fully aware of any precautions or specific work methods, including the action to be taken in an emergency.

Employees will only undertake lone working following appropriate authorisation in accordance with safe systems of work and any associated procedures relevant to their place of work. This may include an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Provided such requirements can be met, lone working may be deemed to have been authorised, and it is the

responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.

3.16 Management of Contractors

The Trust is committed to protecting pupils, employees and visitors from any incidents that may occur due to any works undertaken on-site by a contractor. They are equally committed to ensuring that any contractor working at an Academy has high standards of diligence in the health and safety of their employees.

The Trust (and any individual/advisor acting on behalf of the Trust through delegated authority) must be satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability, valid insurance as appropriate and evidence of previous projects before they are selected for work.

Appointment of Professional Advisors

The Trust will ensure compliance with Construction (Design & Management) Regulations 2015 through the appointment of professional advisors for the procurement and management of any projects which are likely to exceed 30 days or involve more than 500 person days of work. The professional advisors will have included responsibility in their terms of reference to ensure the following takes place with the CDM Regulations.

- Notification of the Health and Safety Executive (HSE)
- The appointment of a CDM Coordinator and Principal Contractor
- Production of a health and safety file and construction phase plan

3.17 Manual Handling

The Trust recognises that there will be occasions where items/equipment need to be moved and the responsibility to provide guidance measures that must be taken to ensure all manual handling tasks (lifting, supporting a load, pushing, pulling, setting down, turning, twisting and reaching) is carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance with Manual Handling Operations Regulations 1992. This will highlight correct procedures, set control measures in place, and identify the need for additional handling equipment to negate lifting. General manual handling tasks that makeup aspects of day-to-day working will be assessed as part of a generic task-based risk assessment.

The Headteacher of each Academy will ensure appropriate risk assessments, equipment and training, including refresher training for moving and manual handling tasks. Manual handling procedures will be monitored to evaluate the effectiveness of manual handling practices.

The control measures will be, wherever practicable, to identify suitable and sufficient means of avoiding the need to manually handle and to identify and utilise appropriate mechanical means of handling.

All employees are to be instructed on the safe procedure for lifting during the pre-start health & safety induction.

With some activities being repetitive, there may be a risk of Work Related Upper Limb Disorder (WRULD) or Repetitive Strain Injury (RSI). Following a suitable and sufficient risk assessment, the Trust will take necessary precautions to secure the health and safety of at-risk people through engineering or ergonomic principles.

Employees must make full use and proper use of any equipment, work systems and training provided for their safety. They must raise concerns about manual handling activities to their line manager.

Due to the increased risk posed by their job roles, caretaking, cleaning and kitchen based staff will receive accredited training to an appropriate level for manual handling.

3.18 New and Expectant Mothers

The Headteacher must ensure that the welfare of expectant mothers is carefully considered as far as reasonably practicable. Academy-specific risk assessments will identify that some activities may pose a risk to expectant mothers at work, for example, the use of chemicals, risk of infection, and heavy lifting.

Elimination of Activities Hazardous to New and Expectant Mothers

The organisation will eliminate work activities exposing new and expectant mothers to unacceptable risks as reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring the following:

1. relevant legal standards (dependent on the risk involved) are met
2. official guidance and good practice is followed
3. working conditions and/or hours are adjusted if necessary
4. if necessary, new and expectant mothers are removed from hazardous activities, ie the employer will provide suitable alternative work or, if this is not possible, will place the employee on paid suspension.

Assessment of Risk

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person and the new and expectant mother will be undertaken to identify residual risks and reduce them to the lowest level reasonably practicable. The assessments will consider the risks associated with the work activities and whether these risks are increased due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period.
Specifically, the assessment will consider risks associated with exposure to:

1. physical agents
2. biological agents
3. chemical agents.

The assessment will also consider working and welfare conditions.

Risk assessments relating to new and expectant mothers will be reviewed and, if necessary, revised regularly.

Headteachers must ensure that:

1. new and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity
2. the highest level of confidentiality is maintained at all times

3. risk assessments are carried out for all work activities undertaken by new and expectant mothers, and associated records and documentation maintained
4. necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed, and, if necessary, revised
5. new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
6. any adverse incidents are immediately reported and investigated
7. appropriate training, etc, is provided where suitable alternative work is offered and accepted
8. provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.

Duties of New and Expectant Mothers New and expectant mothers must:

1. inform their general practitioner or midwife of the nature of their work
2. notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding
3. follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures, etc
4. not act in a manner that adversely affects their health and safety, that of their child and/or anyone else
5. report any perceived or real shortcomings in protection to their employer.

Information and Training

Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training will be identified and reviewed by a competent person and support will be given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored, and training will be regularly reviewed. Training should also ensure that those responsible for carrying out risk assessments are competent to do so.

Upon receipt of notification from an employee that she is pregnant and also on the return to work following birth, the Academy must undertake a specific risk assessment of her work, taking into account HSE guidance and any particular information the employee has provided. Occupational

Health may be involved should the work be deemed as high risk. Recommendations arising from the risk assessment must be reviewed every 3 months.

3.19 Personal Protective Equipment (PPE)

The Trust recognises the requirement for using personal protective equipment (PPE) to ensure that all PPE is worn and in accordance with The Personal Protective Equipment at Work (amendment) Regulations 2022 which is identified as a required measure to protect employees while performing their assigned duties.

The Headteacher will ensure that PPE is provided where required or identified as a control measure following a risk assessment. Appropriate information and training on the correct use and maintenance of PPE must be provided when it is issued to the employee. A record of all PPE issued must be maintained.

PPE is provided without charge to all persons requiring its use as prescribed by the Trust's task based or general risk assessment.

A sufficient supply of personal protective equipment will be available on each site to suit site conditions and PPE will be stored when not in use within appropriate on site facilities.

When necessary PPE will be maintained in accordance with the manufacturers instructions.

All employees issued with PPE will:

- Wear it at all times while performing their assigned duties.
- Ensure the equipment is cleaned and stored as required.
- Inform their line manager of any defects in the PPE in accordance with academy procedures.

No work will commence without a risk assessment being carried out to identify any PPE requirements for control measures. All PPE identified within a risk assessment must be worn to carry out the task.
It must be noted that hazards and subsequent risk are still present whilst PPE is being worn.

3.20 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations (1999,) the Trust will ensure that arrangements are in place for carrying out risk assessments of work activities to identify significant hazards that could harm either employees or others affected by the activity, in order to decide what actions are required to eliminate, reduce or manage the risk as far as is reasonably practicable.

Where control measures are implemented they will be reviewed on an annual basis or as required (e.g. as a result of an accident/near miss, a change to the work activity or a change of legislation).

Any individual given the responsibility for undertaking a risk assessment or approving a risk assessment will be suitably qualified individuals who are aware of the processes involved and maintain a record of the assessment.

A risk assessment register will be maintained in each Academy by the appropriate nominated manager. All employees are made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals will be held on that persons file. It will be the responsibility of employees to inform the Headteacher or their nominated individual of any medical condition (including pregnancy) which may impact upon their work.

Advice and assistance on the completion of risk assessments may be sought from the Trusts' appointed Competent Person.

3.21 Stress at Work

Stress is defined as 'the adverse reaction individuals experience to excessive pressure or other types of demand placed on them'. The Trust recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Headteacher will evaluate the roles and specific job functions in their Academy and identify those positions that are more stressful than others. This assessment will take into account the HSE's stress management standards and indicators of stress within the workplace. The process will result in an action plan to reduce the impact which excess work pressure can have on staff. The stress risk assessment must be reviewed periodically.

The Trust encourages a supportive culture whereby colleagues assist each other to ease peaks in work load and promotes regular communication between managers and staff to share problems and to seek additional support if necessary.

The Trust offers support from managers and where necessary through professional counsellors when individuals experience excessively stressful situations or stress related ill health.

The Trust expects that all staff are properly resourced and trained to undertake their role. Through ongoing management reviews, induction procedures and annual staff appraisals, the Headteacher will identify specific training and development needs to support individuals and their role.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles, where necessary and possible. This approach also reduces the burden on other staff who would otherwise have additional workload.

The Trust will not tolerate bullying, harassment and discrimination within the workplace and action will be taken as deemed necessary to protect the working environment for our employees.

3.22 Temporary Workers

The Headteacher must ensure that temporary workers such as cover teachers undergo a suitable induction. As a minimum, this must include familiarisation of the building, information about risk assessments as appropriate and information regarding emergency plans. All inductions will be signed onto by the inductee and records kept by the Academy.

In the event of companies providing services within the Academy on a regular basis, then the staff members should undergo a full induction, relevant risk assessments and method statements presented and all documentation should be signed onto and records maintained by the Academy.

3.23 Winter Weather Conditions

In the event that heating systems fail due to breakdown or power disruption, the Headteacher should notify the COO initially before putting in place approved portable heaters where possible.

In the event of snowfall affecting the commuting routes for employees, the Headteacher will monitor the weather conditions and release pupils and staff early if necessary to avoid travel delays. The Headteacher will contact staff if the Academy is to be closed and/or they are not expected to attempt to travel to work.

Unless directed by the Headteacher not to attend, employees are expected to make reasonable efforts to travel to work without taking personal risks. Travel warnings should be heeded. Staff who have access to their work from home should do so.

The Headteacher must determine if the number of staff able to commute to work in adverse weather conditions meets the requirements to open the Academy (to include number of first aiders available).

Procedures will be implemented to control the additional slipping hazards presented by the weather.

External walkways and steps will be regularly cleared of snow and gritted to reduce the build-up of ice. Particular attention should be paid to building entrance areas to minimise the risks from wet floors. Hazardous routes must be sectioned off and efforts concentrated on clearing the high traffic areas. Should snowfall or ice deposits be such that routes are unable to be maintained then consideration should be given to adopt a supervised traffic management system. Employees must be encouraged to wear footwear with a good tread suitable for walking outdoors in winter weather.

3.24 Work Equipment - Provision and Use of Work Equipment (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the Trust and employees to ensure that equipment used at works is:

- Suitable for intended use.

- Safe for use, maintained in a safe condition (safety features and functioning correctly) and in certain circumstances, inspected to ensure that this remains the case.
- Used only by individuals for the intended purpose and following adequate instruction, information and training.
- Accompanied by suitable safety measures where required (for example protective devices markings and warnings).

The Headteacher is responsible for the effective and full implementation and monitoring of The Provision and

Use of Work Equipment Regulations (PUWER) 1998 in their Academy. All new equipment purchased should be

C.E. marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.

Work equipment includes all portable tools and any equipment or machinery used at work.

The Headteacher will ensure arrangements are made for all Trust owned or hired plant/equipment to be maintained, inspected and tested in accordance with statutory legislation.

Provide information, instruction and training for employees using plant, machinery and equipment owned or hired by the Trust (Hired equipment should be serviced and tested by the hire company).

Arrange for Portable Appliance Testing of Trust owned plant, machinery and equipment.

The keeping of all maintenance test and inspection records of Trust owned plant, machinery and equipment.

Ensure all sites have adequate arrangements to inspect plant, machinery and equipment in accordance with statutory legislation.

Work equipment must be safe for use and have all necessary guards in place during use. Equipment must not be used in any way that can be a source of danger to the health and safety of personnel on site at any time.

All employees will be responsible for ensuring that they use equipment only for the intended purpose and with required safety/protective equipment or clothing. In advance of using the equipment, the employee is responsible for ensuring that they have been given appropriate information, instruction or training.

3.25 Working at Height

The Trust recognises and accepts the responsibilities to ensure that all work undertaken at height is conducted safely and effectively in accordance with the Working at Height Regulations 2005. Falls from height are one of the biggest causes of workplace fatalities and major injuries and working at height should be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration a step stool, step ladder or ladder may be considered as the most appropriate method of access.

Working at height includes any work activity where a person could fall from the place of work and could suffer an injury or be killed. This includes working in or on vehicles, but does not include staircases in buildings. It also includes getting to and from a place of work at height.

The Headteacher of each Academy will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height.

Working at height procedures will be monitored to evaluate the effectiveness of working at height practices.

Employees will not undertake any activity that involves working at height or use of equipment designed for tasks that involve working at height unless they have received appropriate formal training.

Any ladders or step ladders used within the Trust must meet the standards of EN131 Professional or the former Class 1 Industrial standard.

Each Academy within the Trust will maintain a register of working at height equipment and equipment will be inspected and maintained in line with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Other than ladders and step ladders no other working at height equipment is to be used by Trust staff members unless appropriate risk assessment and training is in place prior to any use.

Working at height activities by sub contractors on site should be subject to appropriate risk assessment and method statements being submitted to the Trust prior to the commencement of any works.

Alcohol and Drugs

Employees are responsible for their own acts or omissions (s7 of the HSWA); misuse of alcohol or drugs in the workplace can constitute a criminal offence and cause serious health and safety risks.

Personnel suspected of being under the influence of drink or drugs will be subject to suspension and possible disciplinary action in accordance with Trust procedure.

A sub-contractor or visitor would be removed from site. Sub-contractors should be referred to their respective employer for appropriate action.

Smoking

No smoking is allowed on any Trust owned or managed premises and includes all external areas that are included within the premises boundaries.

Waste

Headteachers are responsible for ensuring each Academy within the Trust store, transport and dispose of waste in line with the responsibilities set out in The Environmental Protection Act 1990. Licensed waste collection contractors will be used to remove waste from Trust Premises. Waste collection services will be reviewed annually to ensure that they continue to meet the requirements of the Trust.

Consideration will be given to recycling where practicable to do so.

4.0 Monitoring and Review of this Policy

The Trust with support from the Competent Person shall be responsible for reviewing this Policy annually to ensure that it meets legal requirements and reflects best practice. The Trust will make arrangements to monitor and review effective implementation of associated procedures.