ST. BART'S
MULTI-ACADEMY TRUST

HEALTH AND SAFETY POLICY

September 2025

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St. Bart's Mission

Our mission is to **ADVANCE EDUCATION** and to provide the best curriculum in all our academies, enabling every child to realise their full potential.

St. Bart's Vision and Values



We have a ***Passion*** for releasing potential in all our children and staff through the ***Encouragement*** and development of ***Ambition***, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in ***Collaboration***, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through ***PEACE***.

We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the ***PEACE*** values and all schools work in close partnership (whether C of E or community) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

"I have come that they may have life, and have it to the full."

St. Bart's Sustainability

We are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

We will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.

Health and Safety Policy
Statement of Intent

The St. Bart's Multi-Academy Trust (SBMAT) recognises and accepts its responsibility for providing a safe and healthy environment for all staff, pupils, visitors, contractors and other stakeholders who may be affected by its operations.

SBMAT will take all reasonably practicable steps to fulfil these responsibilities within the framework of the **Health and Safety at Work etc. Act 1974 (HSAWA)**, the **Management of Health and Safety at Work Regulations 1999**, and, where applicable, the **Education (Independent School Standards) Regulations 2014**.

SBMAT will provide a safe environment by working with all stakeholders. Local Governing Committees through delegated powers and Principals are responsible for:

- Maintaining safe access to and from the premises.
- Preventing accidents and work-related illness by maintaining proactive safety measures and promptly investigating all incidents—including occupational health issues, dangerous occurrences, and near misses—to identify root causes and prevent recurrence. Where required, incidents will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Assessing and controlling risks from curriculum and non-curriculum work activities through the production of risk assessments and safe systems of work.
- Providing effective information, instruction, supervision and training to all employees to ensure their safety and health whilst at work and the safety of others who may be affected by their actions.
- Providing and maintaining plant and equipment so that is safe to use and without risk to health.
- Developing and implementing a range of policies and procedures in support of this statement and periodic monitoring and reviewing the effectiveness of safety systems.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees.
- Including all staff and representatives in health and safety decisions.
- Ensuring adequate welfare facilities are available throughout the Trust.
- Ensuring adequate resources including staff, finance and equipment are made available in a timely manner so as to conduct our activities in accordance with all statutory and regulatory requirements, so far as is reasonably practicable.

This policy is owned by the Trust Board. The Board of Trustees delegates Health and Safety responsibilities to the Finance & Operations Committee. This policy is implemented through Central Team SLT, School Principals and Local Governing Committees.

This policy is made accessible to all staff via Every compliance platform, and a reference copy is held in the school office.

This policy statement and the accompanying organisation and arrangements will be reviewed annually. Reviews will consider changes in legislation, guidance, incidents, and feedback from stakeholders.

Lisa Sarikaya
Chief Executive Officer
SBMAT Board of Trustees Chief Executive Officer
September 2025

1. Introduction

1.1. The Law

Health and safety in academies is governed by legislation and associated regulations, which are enforced by the **Health and Safety Executive (HSE)** under the **Health and Safety at Work etc. Act 1974** and all other relevant legislation including, but not limited to, the following:

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

Section 7 of HASAWA places a duty on all employees of SBMAT to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.

The **Health and Safety (Consultation with Employees) Regulations 1996** requires employers to inform, and consult with, employees in good time on matters relating to their health and safety.

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

2. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing. The individuals and groups identified are expected to have read and understood all the relevant policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them. All staff that receive a copy of the **Health and Safety Policy** will be required to provide a read receipt.

The Board of Trustees delegates Health and Safety responsibilities to the Finance and Operations Committee. Local Governing Committees (LGCs) receive their Health and Safety responsibilities from their respective School Principals. The LGC and the Principal must comply with any direction

given to them by the SBMAT concerning the health and the safety of persons on the premises or taking part in any activities elsewhere.

SBMAT Health & Safety Organisation Structure



2.1. St. Bart's Multi-Academy Trust (SBMAT)

The **SBMAT Board of Trustees** will:

- As the employer, the SBMAT Board of Trustees assume overall responsibility for health, safety and welfare of all employees and anyone that may be affected by their undertaking.
- Ensure Health & Safety is integrated into strategic planning and risk management.
- Delegate Health & Safety responsibilities to the Finance and Operations Committee.
- Champion a positive safety culture across the Trust.
- Review and approve Health & Safety policies and risk management frameworks.
- Monitor Health & Safety performance through regular reports and KPIs.

2.2. Summary of Shared Health and Safety Responsibilities for Officers, Senior Leaders and Managers (specific duties are detailed in role sections).

SBMAT Officers, Senior Leaders and Managers will:

- Ensure compliance with the SBMAT Health and Safety Policy and other SBMAT policies and procedures.
- Understand legal responsibilities and duty of care toward staff, pupils, contractors, and visitors.
- Identify hazards and assess risks within their operational area.
- Ensure suitable and sufficient risk assessments are completed, reviewed, and acted upon.
- Ensure all accidents, near misses, and dangerous occurrences are reported promptly.
- Support investigations and ensure corrective actions are taken to prevent recurrence.
- Ensure staff under their supervision receive appropriate Health and Safety training.
- Maintain records of training and ensure refresher courses are completed as required.
- Monitor Health and Safety performance through inspections, audits, and feedback.
- Take action to address non-compliance or emerging risks.
- Ensure emergency procedures (e.g., fire, lockdown, evacuation) are in place and tested.
- Support drills and ensure staff and pupils are familiar with procedures.
- Promote open communication about Health and Safety concerns and improvements.
- Consult with staff and representatives on Health and Safety matters affecting them.
- Support initiatives that promote staff wellbeing and mental health.
- Ensure reasonable adjustments are made for staff with health conditions or disabilities.
- Ensure contractors and visitors are aware of site-specific Health and Safety requirements.
- Monitor contractor compliance with safe working practices.

2.3. Summary of Shared Health and Safety Responsibilities for Staff (specific duties are detailed in role sections).

SBMAT Staff will:

The co-operation of employees is essential to ensure that this policy is effective.

All staff employed by SBMAT will act professionally to ensure that they:

- Take reasonable care for the health safety of themselves and of other people who may be affected by their acts and/or omissions.
- Follow SBMAT and school-specific Health & Safety policies, procedures, and safe working practices.
- Cooperate with management in complying with statutory duties.
- Promptly report any hazards, unsafe conditions, accidents, or near misses to their line manager or designated H&S contact.
- Participate in investigations when required.
- Use tools, machinery, and equipment safely and only for their intended purpose.
- Report any defects or concerns with equipment immediately.
- Attend and complete all required Health & Safety training (e.g., fire safety, manual handling, DSE).
- Apply training in day-to-day activities to reduce risk.
- Be familiar with emergency procedures including evacuation routes, fire assembly points, and lockdown protocols.
- Participate in drills and follow instructions during emergencies.
- Be aware of risks associated with their work and take steps to minimise them.
- Follow risk assessments relevant to their tasks or environment.
- Support a safe and inclusive environment for pupils and colleagues.
- Report concerns related to wellbeing, stress, or safeguarding that may impact safety.
- Wear and maintain PPE where required (e.g., gloves, high-vis, safety footwear).
- Report any issues with PPE availability or condition.
- Encourage safe behaviours and challenge unsafe practices respectfully.
- Contribute to a culture of openness and continuous improvement in safety.

2.4. SBMAT Chief Executive Officer

The **SBMAT CEO** will:

- Accountable for overall compliance with Health & Safety legislation across the Trust.
- Ensure adequate resources are allocated for Health & Safety.
- Lead by example in promoting Health & Safety values and behaviours.
- Ensure Health & Safety is considered in all major decisions and organisational changes.

2.5. SBMAT Chief Operations Officer (COO)

The **SBMAT COO** will:

- Have a delegated responsibility for the day-to-day monitoring of Every compliance system to ensure accurate reporting of contractor statutory inspections/maintenance and premises staff safety checks.
- Oversee implementation of Health & Safety policies across operational areas.
- Ensure estates and facilities meet statutory safety requirements.
- Ensure emergency preparedness plans are in place and tested.
- Coordinate Trust-wide responses to critical incidents (e.g., fire, lockdown).
- Oversee contractor compliance with CDM regulations.
- Liaise with the Health, Safety and Risk Manager on compliance issues.

2.6. SBMAT Health, Safety and Risk Manager (HSRM)

The **SBMAT HSRM** will:

- In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Health, Safety and Risk Manager is appointed as the Trust's Competent Person. This role supports the Trust in discharging its legal duties under the Health and Safety at Work etc. Act 1974 and associated legislation.
- Lead on Trust-wide H&S strategy, policy development, and compliance.
- Conduct audits, inspections, and incident investigations.
- Provide training, guidance, and support to schools and central teams.
- Develop and deliver targeted H&S campaigns (e.g., slips, trips, mental health).
- Liaise with external agencies (e.g., HSE, insurers) on compliance matters.

2.7. SBMAT Deputy CEO & Director of Education

- Ensure Health & Safety is embedded in educational leadership and curriculum delivery.
- Support Principals in managing educational risks (e.g., PE).
- Promote staff development in H&S leadership within education.

2.8. SBMAT Chief Finance Officer

- Ensure financial planning includes Health & Safety needs (e.g., training, equipment).
- Monitor budget allocations for Health & Safety improvements.
- Allocate contingency funds for urgent Health & Safety interventions.

2.9. SBMAT People Staff

- Lead on staff wellbeing, occupational health, and absence management.
- Ensure Health & Safety training is delivered and recorded.
- Support incident reporting and follow-up.

- Support return-to-work processes following Health & Safety -related absences.

2.10. SBMAT ICT Manager & ICT Staff

- Monitor safe use of ICT equipment and compliance with electrical safety.
- Support data protection and cyber safety in emergency scenarios.
- Monitor safe server rooms and technical environments and report concerns.
- Maintain asset registers for ICT equipment with safety considerations.

2.11. School Principal

The **principal (Jennifer Craig)** will:

- Responsible for Health & Safety compliance within their school.
- Delegate responsibilities to site managers and senior staff.
- Ensure staff are trained and aware of their Health & Safety duties.
- Ensure Health & Safety is a standing agenda item in SLT and staff meetings.
- Lead on safeguarding integration with Health & Safety procedures.
- Approve risk assessments for high-risk activities and educational visits.

2.12. School Senior Leaders

Senior Leader (Victoria Peake) will:

- Support the Principal in implementing Health & Safety policies.
- Monitor staff compliance and address safety concerns.
- Lead on specific areas (e.g., safeguarding, curriculum risks).
- Support staff in completing risk assessments and reporting incidents.
- Lead on wellbeing initiatives linked to Health & Safety.

2.13. Premises Managers (or SLT/Principal in absence of full time Premise Manager)

Premise Managers (David Heath) will:

- Maintain statutory compliance logs (e.g., fire alarms, water testing).
- Maintain records of site inspections, maintenance, and statutory checks.
- Support fire drills and lockdown procedures.
- Report hazards and ensure timely resolution of safety issues.
- Support emergency planning and response.
- Manage contractors and ensure safe working practices.

2.14. School Health and Safety Representative

The **School Health and Safety Representative (Jennifer Craig)** will:

- Act as liaison between staff and leadership on Health & Safety matters.
- Participate in inspections and incident investigations.
- Promote awareness and good practice among staff.
- Encourage staff participation in Health & Safety improvement initiatives.

2.15. Volunteers

Volunteers have a responsibility to act in accordance with all SBMAT policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

All volunteers should receive a health and safety induction to the site on their first day, they should also be made aware of any specific hazards relating to their area of work during their stay.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

2.16. Contractors

All contractors under academy control will be appropriately selected and competent in terms of health and safety.

- Schools must follow the SBMAT Contractors Procedure when directly engaging a contractor to carry out works.
- Site Staff and Senior Managers will be responsible for the co-ordination of the contractor activities on the site.
- The principal must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the principal, or by the contractor, in consultation with the principal.
- All contractors must report to the schools responsible person before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions that may affect his safety and that of others.
- Before any works commence a site induction and Hazard Exchange document must be completed for all contractors and for frequent works, updated at a frequency of no more than annually.
- Contractors must provide evidence that they have considered all health and safety matters relating to their work on site. This will include providing copies of Risk Assessments (RA), Method Statements (MS), and Construction Phase Plans - to comply with Construction (Design and Management) Regulations 2015 (CDM2015), valid insurance documents and any other relevant documentation applicable to the tasks being undertaken.

2.17. Visitors and Other Users

Where the facilities are shared, the principal shall ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers (e.g. youth service, leisure centre, catering and cleaning contractors).

- Where applicable visitors will be required to wear a 'visitors' identification badge at all times.
- Where reasonably practicable/ required, visitors will be accompanied at all times by a responsible employee.
- Should the fire alarm be activated the person who is accompanying the visitor will take them to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported by following SBMAT procedures for reporting of accidents. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature the principal should contact the CRM immediately.
- Persons hosting visitors including meeting arrangers must ensure:
- Visitors are alerted to the establishment fire procedures.
- Visitors adhere to the 'no smoking and no vaping' policy.
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Visitors record time of arrival and departure.
- Where applicable visitors are provided with and wear identification badges.
- Visitors are accompanied or authorised to enter the premises.
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
- Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk unless authorised.
- Visitors report all accidents, incidents and near misses to the host.
- Visitors wear protective clothing that is supplied when necessary.

2.18. Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe all the health and safety rules and the instructions given in an emergency.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety (break glass call points, fire extinguishers etc.).

2.19. Lettings

The principal will ensure that the hirer of the premises, for any event, is aware of their obligations under the **SBMAT Health & Safety and Lettings Policy**.

3. Arrangements

3.1. Health and Safety Representatives

Each academy will appoint at-least one safety representative per site. The representative will be the main contact point with the CRM for health and safety matters.

The representative is an integral part to developing a positive health and safety culture in the workplace.

Where there is an appointed trade union representative active in the academy, they will work together with all stakeholders on health and safety matters.

3.2. Health and Safety Meetings

Health and Safety meetings are essential to enable management together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. SBMAT recognises that when employees are proactively engaged in health and safety, workplaces have lower accident rates.

School health and safety meetings should be held termly following the SBMAT meeting agenda for schools. Management participants should include people with senior management responsibilities for health and safety.

SBMAT health and safety meetings should be held termly following the SBMAT meeting agenda for The Trust. Participants should include people from schools and central team with senior management responsibilities for health and safety including.

Meetings should be held to review the effectiveness of the health and safety system and future safety plans.

Minutes of school safety committee meetings should be made available to all staff at the school by the school principal or school health and safety representative.

Minutes of SBMAT health and safety committee meetings should be made available to schools principals, school health and safety representatives and the central leadership team by the CRM. Minutes should be available to all staff by the school principal or school health and safety representative.

3.3. Policies and Procedures

The academy will adopt SBMAT Health and Safety Policies, Procedures and Guidance, or if/where necessary, establish its own individual policies where Trust-wide policies do not cover the academy

requirements. The academy policies will be in addition to SBMAT policies, procedures and guidance.

Any SBMAT-wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way.**

Any review proposals raised by the Local Governing Committee and SBMAT Health, Safety and Risk Manager will be required for approval by SBMAT Board of Trustees.

4. Reporting of Accidents/Incidents/Near Miss

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers, self-employed individuals and others in control of premises to report certain accidents, diseases and dangerous occurrences deaths, specified injuries, over-seven-day injuries (where an employee is unable to work for more than 7 consecutive days), occupational diseases, certain dangerous occurrences, gas incidents (for registered gas engineers) and certain near misses that had the potential to cause harm arising out of, or in connection with work.

The Trust Health, Safety and Risk Manager is responsible for making reports to the HSE on behalf of the Trust and academies.

Reports must be submitted online via the HSE RIDDOR portal.

Fatal and major incidents must be reported via the Incident Contact Centre: 0345 300 9923 3.

4.1. Definitions

The definition of accidents/incident/near miss (AIN's) are:

- Accident - any unplanned event that results in personnel injury or damage to property, plant or equipment arising out of or in connection with work.
- Incident - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- Near miss - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

The HSE has guidance to help distinguish between reportable and non-reportable incidents, especially in complex cases.

4.2. Prevent Future Incidents

A faulty process or management system invariably is the root cause of AIN's and must be the focus for improvement.

History has shown repeatedly that most AIN's producing events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising and reporting of AIN's can significantly improve worker safety and enhance our organisation's safety culture.

4.3. Accident/Incident/Near Miss Report Form

Employers must keep records of all reportable incidents, over-three-day injuries (even if not reportable) and near misses and dangerous occurrences.

Records are stored securely and confidentially using the Trust incident reporting system to protect personal data.

The Accident/Incident/Near Miss Report Form is used by academies to collect personal information about the injured person(s) in relation to incident arising out of or in connection with work. We may be required to share your information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Please refer to the SBMAT Accident and Incident Reporting & Investigation Procedure for more information.

5. Electrical Safety

The Health and Safety at Work etc. Act 1974 impose general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

For further guidance refer to the **SBMAT Electrical Procedure**.

6. Equipment

All work equipment will be purchased from a reputable supplier. The following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

The principal is responsible for identifying all plant and equipment in an asset register (Every Assets) and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments carried out using the Trust's generic risk assessment form where required. Equipment is restricted to those users who are authorised / have received specific training.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment and safety operating procedure must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that will require statutory inspection, testing and maintenance (steam boilers, pressure cookers, lifting equipment, local exhaust ventilation etc.) will be completed by a competent contractor and appropriate intervals. A copy of the contractors report will be kept on the Trusts compliance record system.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge. All employees will be expected to wear the PPE when operating the equipment.

All staff are required to report to the Premise Manager or Senior Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

6.1. External play equipment & PE equipment

External play equipment and PE equipment will only be used when appropriately supervised.

The equipment will be checked by staff daily before use for any apparent defects.

The Premises Manager will conduct and record (on Every system) a formal termly visual safety inspection of external play equipment.

Teaching staff will conduct and record a formal termly visual safety inspection of PE equipment.

Play equipment and PE equipment is subject to an annual inspection by a competent contractor. A copy of the contractors reports will be kept on the Trusts compliance record system.

All staff are required to report to the Premise Manager or Senior Manager any problems found with play equipment and PE equipment. (Reporting should be via Every Issues except where urgent attention to defects are required) Defective equipment will be clearly marked and taken out of service by segregation or storing in a secure location to prevent use pending repair / disposal.

6.2. Passenger lifts

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Regulation 9 requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals.

The law requires that all lifts when in use should be thoroughly examined:

- After substantial and significant changes have been made
- At least every six months if the lift is used at any time to carry people, every 12 months if it only carries loads, or in accordance with an examination scheme
- Following ‘exceptional circumstances’ such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment

When first installed, new lifts do not require any initial thorough examination if they have been manufactured and installed in accordance with the Lifts Regulations 1997 and have a current declaration of conformity, i.e. made not more than 12 months before.

When notified of a serious and significant defect the lift must be immediately taken out of service until the fault has been addressed. Other notified defects must be addressed within the timescale stated by the inspector otherwise the lift must not be used after that time unless the defect has been satisfactorily remedied.

Preventive maintenance must be carried out and recorded by a competent person at intervals recommended by the lift manufacturer.

Termly in-house visual and functional safety checks should be carried out and recorded by a competent and trained person.

Reports of thorough examination, maintenance and in-house safety checks are to be kept available for at least two years or until the next report, whichever is longer. A copy of report will be kept on the Trusts compliance record system.

Passenger lifts should be isolated to prevent unauthorised use and pupil/visitor use must be always supervised by staff.

Passenger lifts must not be used in the event of a fire unless the lift is designed as an escape lift. Signs should be displayed at lift call points stating that they must not be used in the event of a fire.

7. Work at Height

The **Work at Height Regulations 2005** require employers to ensure work at height is properly planned, appropriately supervised, carried out in a manor that is so far as is reasonably practicable safe and using the most suitable equipment to prevent so far as reasonably practicable a fall from height.

Any work carried out by staff which involves working at height including the risk of anyone falling through fragile surfaces must be supported by a suitable and sufficient risk assessment should be carried out using the Trust's generic risk assessment form and appropriate control measures including a Permit to Work must be put in place before the work is carried out.

The Trust will carry out reviews of HSE updates and communicate changes to schools.

For further information refer to the working at heights procedure.

7.1. Access equipment (kick-stools, ladders, tower scaffolds and MEWPs etc.)

All access equipment must be purchased from a reputable supplier. The following considerations must be given:

- Safety standard of the equipment including safe working load.
- The suitability for purpose.
- The positioning and or storage of the equipment.

- Training and use of the equipment.
- Secure storage to prevent unauthorised use.

Staff must never stand on any tables, chairs or makeshift platforms for any working at height tasks.

Staff must not use access equipment unless appropriate training has been given.

A risk assessment using the Trust's generic risk assessment form must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

An inventory is required for all access equipment. **SBMAT Ladder Register** should be used by the Premises Manager to list all ladders/and stap ladders owned by the school and details recorded on Every system.

The access equipment should be visually checked before each use. Details of visual checks for ladders, step ladders and tower scaffold should be entered on the inspection tag (by the trained user) attached to equipment. Details of checks for MEWPS should be formally recorded on a MEWP inspection sheet.

A formal written condition check should be conducted by Premises Managers termly for ladders and step ladders using **SBMAT Ladder Inspection Checklist** form. Tower scaffolds and MEWPs will require specialist checks.

7.2. Roof access

All roofs should be treated as fragile and must not be accessed until a competent person has confirmed otherwise. Sheeted roof, whatever the material must not be trusted, to bear a weight of a person. This includes the roof ridge and purlins.

Roof access must be avoided where possible by carrying out surveys using drones and working from ground level using extending reach equipment or lower the level of work.

Where roof access cannot be avoided as much work as possible must be done from the ground.

Where work cannot be carried out from ground level prevent or arrest a fall and injury if work at height is necessary.

Person accessing and carrying out work on roofs must be trained, competent and instructed in use of the precautions required. A risk assessment and safe method of work to help manage work on roofs including emergency rescue plans must be written by a competent person and the precautions communicated to those involved.

Safe access onto a roof requires careful planning, particularly where work progresses along the roof.

A risk assessment must determine the correct access equipment to use, and the risk of a fall should be further minimised by making sure persons using the equipment are:

- General access scaffolds
- Using the right type of access equipment for the job

- Competent (you can provide adequate training and/or supervision to help)
- Using the equipment provided safely and following a safe system of work
- Fully aware of the risks and measures to help control them

Safe movement and working on a roof within 2 meters of the roof edge must be provided through the use of collective protection guard rails (secure double guardrail and toe board) around the edge or individual protection work restraint (travel restriction) system that prevents a worker getting into a fall position.

Where the risk of a person falling remains, sufficient measures to minimise the distance and/or consequences of a fall must be taken by collective protection using work equipment to minimise the distance and consequences of a fall such as safety nets and soft-landing systems.

Where work or access on a roof is within 2 meters of a fragile roof light protection of the roof light either by using guard rails or covers that are secured and labelled with a warning must be used

Safe movement and working on a roof not within 2 meters of the roof edge, fragile roof light or fragile roof surface may be carried out by segregation of the area using barriers to demarcate the safe zone.

Please refer to the **SBMAT Working at Height Procedure** for further information.

8. First Aid

The **Health and Safety (First Aid) Regulations 1981** require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is the SBMAT policy that provision is made for them.

8.1. Assessment of first-aid needs

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

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

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

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

This involves consideration of workplace hazards and risks, the size of the building and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

8.2. Points to consider/impact on first aid needs include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in past.
- Staff and pupil emergency medical requirements.
- The size of the academy.
- Are there any workplaces that are remote.
- Educational visits and overnight stays.
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone.
- Is there enough provision of first aiders to cover if some are absent.

8.3. SBMAT defines the minimum first-aid provision on any site is:

- A suitably stocked first-aid kit(s) (determined by the first aid assessment).
- A suitably maintained defibrillator(s)
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment).
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s) and defibrillators.
- Provision of first aid needs to always be available to people at work.

8.4. What should be put in the first-aid box?

There is no mandatory list of items to put in the first-aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work).
- Individually wrapped sterile plasters.
- Sterile eye pads.
- Individually wrapped triangular bandages, preferably sterile.
- Safety pins.
- Large individually wrapped, sterile, unmediated wound dressings.
- Medium-sized, individually wrapped, sterile, unmediated wound dressings.
- Disposable gloves.
- Mouth shield for resuscitation.

Note: Tablets and medicines should not be kept in the first-aid box.

8.5. First aiders - Training and qualifications

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course and refresher training with a competent training provider.

First aid course include:

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

8.6. How many first aiders

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available at all times at work are:

- Low Risk - for more than 50 people at least one first aider trained in every 100 employed
- Medium Risk - for more than 50 at least one first aider trained for every 50 employed.

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/departments.

8.7. Contacting the emergency services

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

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

8.8. Administration of medicines

The **SBMAT Supporting Pupils with Medical Needs Procedure** will be communication to all staff on a read receipt basis and always adhered to.

Staff will receive training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take, and a record will be kept of any medication accepted by the school. **SBMAT Administering**

Medication Parental Agreement Form will be used to record acceptance of medication, and this record will be checked prior to administering.

Only trained staff will administer medication.

A record using **SBMAT Medication Administration Form** will be kept of any prescription medication that pupils take, and this form will be countersigned by a second member of staff prior to administering.

Please refer to SBMAT Supporting Pupils with Medical Needs Procedure and SBMAT First Aid Procedure for further information

9. Fire Procedure

The **Regulatory Reform (Fire Safety) Order 2005** places a duty on the 'Responsible Person' to ensure that it's fire safety management and in particular, fire risk assessment, fire equipment, fire notices, fire evacuation procedures and training are in place and up to date.

The fire risk assessment must:

- Be carried out by a competent person.
- Record **all fire risk assessment findings**, not just significant ones.
- Must record the identity of the assessor.
- Must share fire safety information with Responsible Persons

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

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

Please refer to the SBMAT Fire Safety Policy for further information.

10. Contractors and Permit to Work

10.1. Approved Contractors

All contractors that undertake work across the estate must be vetted before awarding works to ensure they are competent to undertake the works safely and according to relevant standards/regulations.

The SBMAT operates an Approved Supplier list for all academies to approach contractors from. Every contractor added to the list **must** have a minimum health & safety accreditation, such as:

- CHAS
- Constructionline
- Safe Contractor Approved

Failure to hold any of these will require contractors to demonstrate health and safety competency through the completion of **SBMAT Contractor Health and Safety Competency Assessment Form** issued and assessed by **SBMAT Health, Safety and Risk Manager**.

For certain trades there will specific industry body accreditations we will expect them to hold (Gas Safe, NICEIC Approved Contractor, and UKAS etc.).

On top of the above, we will also ensure that they have an appropriate level of insurance cover and DBS coverage of their employees.

This list will be open for academies to request contractors to be added to it, the same vetting as mentioned above will apply to all applications.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

The **Construction (Design and Management) Regulations 2015** applies to all building, demolition, repair and maintenance or refurbishment work.

The SBMAT are considered as the 'client' and therefore have additional statutory obligations. These projects are managed by the SBMAT or SBMAT appointed Principal Designer/Principal Contractor on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

All contractors must report to school office/reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The **Premise Manager or an appointed Senior Manager** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

10.2. Permit to Work (PTW)

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place by SBMAT or Appointed Person/Organisation on behalf of the Trust to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors. Unless suitable and sufficient risk assessments indicates otherwise.

Examples of types of work which permits will be required include:

- Working at Height
- Confined Spaces
- Ladder/Step Ladder Use

- Hot Work
- Live Working on Electricity
- Asbestos Works
- Excavations

Intention of the Permit to Work is to:

- Ensure that the work is intended to take place is properly authorised.
- Clarify the nature and extent of the work.
- Specify which precautions must be taken and which activities are prohibited.
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or any who are affected by the activity are made aware.
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and or equipment are returned to a safe condition.

11. Legionella

The **Health and Safety at Work etc. Act 1974** places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. To achieve compliance with legislation, **Approved Code of Practice (ACOP) L8 – The Control of Legionella Bacteria in Water Systems**, it is essential that the principal who is the duty holder

For further information, please refer to the SBMAT Legionella Management Procedure.

12. Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The **Manual Handling Operations Regulations 1992 (MHOR)** require employers to manage the risks to their employees. They must:

- Avoid hazardous manual handling operations as far as is reasonably practicable, by redesigning the task to avoid moving the load, by automating, or mechanising the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided. The capability and circumstances,

e.g. age, of staff will be considered where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

12.1. Manual Handling Risk Assessment

The principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced (split the load into smaller units).
- Use appropriate equipment for reducing the need for manual handling (trolleys to eliminate/or reduce the risk of injury).
- Ensure all staff complete on-line Manual Handling training.

For further information, please refer to the SBMAT Manual Handling Procedure.

13. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 explains that the employer needs to protect employees from risks associated with DSE (computers and laptops).

A user is defined as an employee who habitually uses display screen equipment as a significant part of their normal work. This is usually interpreted as a continuous period of an hour of more on most days of the week. The Principal or Senior Management will identify DSE users.

To comply with DSE regulations the 'Responsible Person' The Principal or delegated member of staff must:

- Ensure identified users are asked to complete a Workstation Assessment for the workplace and if applicable home working locations.
- Analyse workstations to assess and reduce risks.
- Make sure controls are in place.
- Provide information and training.
- Provide eye and eyesight tests on request and special spectacles if needed.
- Review the assessment when the user or DSE changes.

13.1. Health Risks

Some DSE users may experience fatigue, eyestrain, upper limb problems and back pain from overuse or improper use of DSE. These problems can also be experienced from poorly designed

workstations or work environments both in the workplace and when working from home. The causes may not always be obvious and can be due to several factors.

Changes in activity may help users, the following is advised:

- Stretch and change position.
- Look into the distance from time to time and blink often.
- Change activity before you get tired to recover.
- Take short frequent breaks which are better than longer, infrequent ones.

13.2. Eye Tests

Upon request of the DSE user, the academy will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy.

'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance (type/and) quality adequate for the user's work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

For further information, please refer to the SBMAT Display Screen Equipment Policy.

14. Training, Information & Competence

The **Health and Safety at Work etc. Act 1974** places a duty on the employer to provide information, instruction, training and supervision. All employees are required to co-operate with the academy and SBMAT in undertaking their legal duties.

The HSE describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply the to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. You would not need, the same health and safety competence to work in an office, as you would on a construction site.

The SBMAT will employ competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary health and safety training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided.

The training matrix identifies training needs for all staff groups as either essential, desirable and op

The principal or nominated person will ensure that all staff have suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.
- Where relevant to their role, staff will receive specific training in:
- Using machinery and equipment.
- Managing asbestos.
- Managing legionella
- Having responsibility for the storage and accountability for potentially hazardous materials.

Staff are expected to undertake appropriate CPD to further contribute to the running and success of the school. Each member of staff is responsible for drawing the principal's / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

14.1. Consultation

The schools health and safety committee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors.

The LGC and Senior Managers at the school meet termly to review health and safety action points from meetings/inspections/maintenance which are brought forward for review by school management.

14.2. Communication of Information

Detailed information on how to comply with the SBMAT and school health and safety policies and procedures is given at induction of new employees and to all staff following amendment. SBMAT and school policies and procedures are made available to staff electronically using E-Sign software.

The Health and Safety Law poster is displayed in a prominent location accessible by all staff.

The SBMAT Health and Safety Statement of Intent is displayed in a prominent location accessible by all staff.

The schools Risk Protection Arrangement (RPA) confirmation is displayed in a prominent location accessible by all staff.

School and SBMAT termly health and safety meeting minutes are made available to all staff.

School Health and Safety Representatives along with the Trusts Health, Safety and Risk Manager are available to provide advice and guidance to all staff.

15. Control of Substances Hazardous to Health (COSHH)

The **Control of Substances Hazardous to Health Regulations 2002** requires the competent person to evaluate hazardous substances and implement any required control measures. All reasonable steps will be taken to avoid use, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments, people can encounter a range of substances capable of being hazardous to health.

The **principal** will ensure:

- Hazardous materials are only purchased from a reputable source
- Supplies of hazardous materials are only purchased when existing stocks are no longer adequate, and in quantities that are no larger than necessary
- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where hazard symbols apply to a product full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- **Spillage Procedure** is available, updated and communicated to users of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Staff members are suitably trained in the handling of hazardous chemicals and materials.
- Control measures are checked and reviewed on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- Suitable personal protective equipment (PPE) has been identified, provided free of charge and available for use.
- Staff are aware that potentially hazardous materials must not be used in lessons without the approval of the principal.
- Suitable spill kit is available, and users of hazardous substances are trained in its use.
- Unwanted or surplus chemicals and materials, including those that have become unsafe, are disposed of by a registered waste carrier, in accordance with Trust procedures.
- Staff are encouraged to proactively substitute hazardous substances with safer alternatives wherever possible.

Where persons may be affected by their use on site, the principal is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.).

For further information, please refer to the SBMAT COSHH Procedure.

16. Gas Safety

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

Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake.

CRM must ensure contractors engaged to work on gas installations, appliances or fittings are Gas Safe Registered and appropriately qualified for the work to be carried out before being placed on the SBMAT Approved Supplier list.

Checks can be carried out using the **Gas Safe Register online**
https://www.gassaferegister.co.uk/

or by calling them on 0800 408 5500.

For further information, please refer to the SBMAT Gas Procedure.

16.1. If you suspect a gas leak

- Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas.
- For LPG ring the Calor Emergency Service on 03457 444999 but call 999 immediately if there is any sort of fire.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

16.2. Maintenance

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The principal or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency of gas compliances, and a 5-year gas soundness test will also be required. A copy of compliance checks will be kept on the Trusts Every compliance record system.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.
- It should not be used in poorly ventilated spaces.
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

17. Asbestos

The **Control of Asbestos Regulations 2012** requires the duty holder to ensure that a suitable and sufficient controls are in place to manage the risk from asbestos.

Each site constructed before the year 2000 will have either an asbestos register which forms part of an Asbestos Management Survey Report or a document advising that there is no known Asbestos Contain Materials (ACM's) on site. A copy of the asbestos register or confirmation of no known ACM's have been identified will be kept on the Trusts compliance record system.

A visual re-inspection of asbestos containing materials remaining on site is conducted and recorded by an approved contractor/company (legal requirement to do so annually as a minimum). A copy of the re-inspection report will be kept on the Trusts Every compliance record system.

Interim recorded asbestos condition checks will be carried out by school staff where they can do so without putting themselves at a safety risk or without the risk of disturbing asbestos.

All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

Any damaged or suspected damage to asbestos should be reported to the principal who will contact the SBMAT CRM. Registered and approved contractors/companies will be appointed immediately to assess the risk and make recommendations to control the hazard.

No SBMAT staff should knowingly undertake works on ACM's or disturb asbestos at any point.

For further information, please refer to the SBMAT Asbestos Management Procedure

18. Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Principal / Senior Manager and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

For further information, please refer to the SBMAT Lone Working Procedure.

18.1. Violence

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the principal who must report this incident to Every System. The school will work in partnership with the Trust and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Staff should always take steps to minimise the possibility of violence in the workplace.

Parents who are known to be violent or aggressive should never been seen by staff unless another adult is present.

For further information, please refer to the **SBMAT Violence at Work Procedure**.

19. Staff Health & Welfare

19.1. Mental Health Including Stress

In accordance with the **Health and Safety at Work etc. Act 1974**, and guidance from the Health and Safety Executive (HSE), SBMAT treats mental health risks with the same seriousness as physical hazards. Mental health risk assessments will be conducted where appropriate, particularly in high-pressure roles or environments.

Academy's will conduct mental health risk assessments for roles or individuals where stress or psychological strain may be a factor.

These assessments will be:

- Confidential and person-centred.
- Reviewed annually or following any significant change in role, environment, or personal circumstances.
- Used to identify triggers, stressors, and appropriate control measures.

Risk assessments will be completed by trained staff in consultation with the individual and, where appropriate, occupational health professionals.

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

Each academy will appoint at least one Mental Health First Aider (MHFA) who has completed accredited training.

MHFAs will:

- Provide initial support and guidance to staff experiencing mental health challenges.
- Signpost to professional services and internal support mechanisms.
- Promote mental health awareness and reduce stigma.

The names and contact details of MHFAs will be displayed prominently in staff areas.

Any member of staff who feels they may be suffering from mental health symptoms should discuss their concerns with the academies Mental Health First Aider, Principal, Senior Leadership Staff or the Health and Safety Representative as soon as possible.

Principals will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

Staff experiencing mental health difficulties will be supported through:

- Access to confidential counselling services.
- Occupational health referrals.
- Reasonable adjustments to workload or environment.

Mental health arrangements will be reviewed annually or following a significant change by the principal in collaboration with school leadership and HR upon request.

Feedback from staff surveys, wellbeing check-ins, and incident reports will inform improvements to mental health support.

All staff wellbeing matters are managed in line with the Staff Wellbeing Procedure.

20. Key Holder Safety

Key holders on call out should be mindful of their own safety. Nominated key holders attending empty premises where there has been an alarm activation must be accompanied by staff from Crimewatch UK. They should not enter the premises unless they are sure it is safe to do so. Upon arrival to site, they should assess the current risk presented, if they determine there is a high risk that the intruders may still be present and the police are not yet in attendance, they should remain in a safe place until they arrive.

If the police have left the premises a key holder can contact the police and request that they return before entering the building. Before leaving the key holder should ensure that, the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own wellbeing.

21. Vehicles

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Parents collecting children who are injured or unwell should use the designated visitor bays.

Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the designated delivery areas as instructed by academy on arrival.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

22. Off-Site Visits

The academy will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the principal will perform this duty.

Any visit off-site must be approved by the Principal and the Educational Visits Co-ordinator (EVC).

All off-site activities must have a suitable and sufficient risk assessment using the Trust's generic risk assessment form completed. The risk assessment must be communicated to all staff and volunteers involved and a receipt of communication obtained before undertaking the visit.

For any visit to take place off the academy site, a letter home requesting permission is required. Emergency contact numbers and medication requirements should also be requested on this letter.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved. If the party is travelling on two or more coaches it should be clear on the official list of children and adults who are travelling on which coach.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All staff that drive the school minibuses should complete a Driver Eligibility Validation Form and be approved to drive by the School Principal.

The principal maintains a list of authorised drivers who have received training to drive a minibus and conducts bi-annual checks of driving licences via the DVLA, medically fit to drive (self declaration), eyesight test record, fire extinguisher use training record and first aid training record.

All staff who drive their own vehicles for school/business use should complete a Driver Declaration Form. Staff using their own vehicles must also provide valid proof of insurance that covers this use

and a valid MOT certificate. All staff should be aware that using their own vehicle to attend other schools or courses etc., would need to have business cover on their insurance policy.

All staff that either drive the school minibuses or their own vehicles for school/business use should carry out a pre-use safety check of the vehicle. Minibus safety checks should be recorded using Minibus Pre-use Safety Checklist.

For further information, please see SBMAT Minibus Use Procedure.

22.1. Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the schools policy. The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.

For further information, please contact the CRM for support.

23. Curriculum - Use of Resources

Appropriate professional guidance must be followed with to regard to Science, ICT, Design and Technology, Art and PE. A copy of relevant guidance and risk assessments must be kept locally at the academy and with the subject leader who is responsible for disseminating the information to the staff and pupils.

24. Maintenance

The principal or nominated person is responsible for ensuring the building remains complaint and services/inspections are carried out in accordance with statutory guidance.

Each site should have a maintenance schedule in place that covers all servicing and inspections required. The maintenance schedule should specify the following:

- The service aspect.
- The service requirement.
- If the service requirement is statutory or recommended.
- The frequency of maintenance/checks.
- Who carries out the service/inspection.
- The relevant legislation.

All plant and equipment that require statutory inspection, testing and maintenance, for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a competent contractor.

Copies of compliance inspection/maintenance reports will be kept on the Trusts compliance record system.

25. Risk assessments

Risk assessments using the Trust's generic risk assessment form are completed for any tasks and activities where there is a potential to cause harm.

The principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

These risk assessments are working documents and must be viewed by staff carrying out the activity on a read receipt basis.

Risk assessments will updated/reviewed on a predetermined frequency based on the highest residual risk rating of the assessment, if there is a reason to suspect that they are no longer valid or whenever there is a significant change to the activity / task / personnel / or following an accident.

25.1. Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the principal and reviewed on a regular basis.

It is the responsibility of all staff to inform the principal of any medical conditions (including pregnancy) which may impact upon their work.

For further information, please refer to the SBMAT Risk Assessment Procedure.

26. Lockdown

It is important that you read and understand the academy lockdown procedure and make yourself aware of the responsibilities it places upon you.

For further information, please refer to the **SBMAT Security Procedure, SBMAT Emergency Plan and SBMAT Lockdown Policy & Procedure**.

27. Health and Safety Monitoring

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

An inspection of the external and internal areas of the site will be conducted on weekly/monthly basis by the Premises Manager in accordance with the activity and frequency detailed on the Activity Monitor.

Inspections of classrooms will be carried out by staff on a termly basis.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the principal. Responsibility for following up items detailed in the safety inspection report will rest with the principal.

The principal is responsible for arranging an annual health and safety audit and fire risk assessment with the SBMAT Health, Safety and Risk Manager.

External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted will be accommodated by the school and a mutually convenient datetime will be agreed with contractors and service providers.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Inspection reports will be communicated with the principal and recommended actions formulated into an action plan.

28. Infection control

SBMAT has a legal responsibility under the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended) to safeguard employees against risks to their health, including those risks posed by infectious diseases.

The school will actively prevent the spread of infection through the following measures:

- Promoting routine immunisation
- Promoting staff and pupils maintain high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised.

To comply with the **Management of Health and Safety at Work Regulations 1999** and the **Control of Substances Hazardous to Health Regulations 2002** risk assessments will be raised and updated by the SBMAT Health, Safety and Risk Manager following the latest government infectious disease guidance. The risk assessment using the Trust's generic risk assessment form will identify the risk of transmission in the workplace, higher risk groups, control measures required to reduce the risk to an acceptable level and record any significant findings. The principal is responsible for completing

the risk assessment by adding required further actions before communication to staff and contractors and uploading to the school website.

Staff will be provided with adequate information, instruction and training on any risks to their health which they may face at work.

The principal is responsible for ensuring vulnerable staff and expectant mothers complete an individual risk assessment, implement actions determined and update the assessment as guidance or their medical condition requires changes.

The academy will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will following national and local advice be sent home and recommended to see a doctor.

Staff, pupils, visitors and contractors will be reminded of the guidance for workplace hygiene, personal hygiene including hand washing and using available ventilation.

29. Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the SBMAT **Health and Safety Policy** and SBMAT **Letting Procedure**. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found.

When activities are concluded the Site Manager will be informed in order that the buildings can be secured.

For further information, please refer to the SBMAT Letting Procedure.

30. Slips, Trips and Falls

A fall is defined as an event which results in a person or a part of their body inadvertently coming to rest inadvertently on the ground or a surface lower than the person, irrespective of whether an injury is sustained.

A slip is to slide accidentally /inadvertently causing the person to lose their balance, this is either corrected or causes a person to fall.

A trip is to stumble accidently/inadvertently over an obstacle (on something) causing a person to lose their balance, this is either corrected or causes the person to fall.

All risk assessments on preventing slips, trips and falls should be carried out using the Trust's generic risk assessment form. Risk assessments should consider the hazards – risk factors, who might be harmed and how, consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced. Findings must be recorded and the assessment regularly reviewed and revised if necessary.

Suitable and sufficient risk assessments should consider:

30.1. Hazards Causing Slipping

- Accidental spills or splashes of liquids (or solids)
- Poorly drained or wet floors (e.g. following cleaning, or trailing in mud from outdoors)
- Wet leaves, ice, rain, sleet or snow
- Dusty floors
- Sloping surfaces
- Loose mats on polished floors
- Change from wet to dry surface (footwear still wet)
- Unsuitable or worn floor surface/covering
- Unsuitable footwear, including worn shoes
- Distracting adverse conditions – glare, shadows or excess noise

30.2. Slipping Hazards Typical Control Measures

- Plan to deal with spills quickly – especially where members of the public are present.
- Make it clear via training that it is everyone's responsibility to report and act on spillages as soon as practicable
- After wet cleaning use appropriate signs/barriers or arrange alternative bypass routes
- Maintain equipment to prevent leakage
- Ensure that carpets are securely fixed and do not have curling edges
- Ensure adequate draining of floor surfaces; in cold conditions (frost, snow or sleet) grit or salt exterior surfaces where appropriate before the morning rush
- Provide doormats and signs of risk on coming from wet to dry areas
- Ensure that floor surfaces are suitable for the traffic use
- Ensure that staff wear suitable footwear. If a risk assessment indicates slip resistant footwear is required this must be provided free of charge.
- Premises staff to carry out daily recorded visual checks of internal and external areas and take appropriate action to segregate the area and until suitable action has been taken

30.3. Hazards Causing Tripping Accidents

- Loose floorboards and tiles
- Loose or worn carpets and mats
- Uneven floor surfaces, holes and cracks, bumps, ridges, protruding drain covers or nails, etc.
- Changes in surface level: ramps, steps and stairs
- Cables across walking areas
- Obstructions from materials, rubbish etc. (poor housekeeping)
- Low wall and floor fixtures: door stops, catches etc.,
- Poor visibility or lighting – shadows and glare.

30.4. Tripping Accidents Typical Control Measures

- Ensure that all floor surfaces suitably secured and well maintained: repair damaged surfaces, fill holes and cracks, etc.,
- Ensure adequate lighting around changes in level
- Ensure that steps and access ramps are fitted with secure, robust handrails
- Position equipment to avoid cables crossing pedestrian routes, use cable covers to securely fix to surfaces and restrict access to prevent contact
- Keep access areas free from obstructions (housekeeping): clean regularly, do not allow rubbish to build up, store goods and materials in suitable receptacles. Ensure that waste materials are regularly disposed of especially flammable and combustible materials
- Regularly warn pupils not to run
- Premises staff to carry out daily recorded visual checks of internal and external areas and take appropriate action to segregate the area and until suitable action has been taken

30.5. Hazards Causing Fall Accidents

- Falling down stairways
- Falling through unprotected windows
- Falling into open manholes
- Falling through weak barriers and fencing protecting a drop

30.6. Fall Accidents Typical Control Measures

- Place barriers around temporary openings such as cellar entrances, open manholes etc
- Fit secure fencing and guard rails, at least 1100mm high, around any place where a person could fall two metres or more
- Where it is not possible to use a staircase, fixed ladders must have fall arrest systems or safety hoops fitted
- Prevent unauthorised access to roofs
- Prevent unauthorised access to lift rooms, lift ways and shafts
- If fencing must be removed for maintenance purposes use a permit to work system and suitably trained persons
- Premises staff to carry out daily recorded visual checks of internal and external areas and take appropriate action to segregate the area and until suitable action has been taken

30.7. The school will raise awareness and try to prevent slips, trips and falls by:

- Communicating risk assessments to staff on a read receipt basis

- All staff undertaking Flick training for Slips, Trips and Falls and refresher training at 3 yearly intervals
- Displaying posters to support the prevention of slips, trips and falls
- Publicising articles in staff meetings about the prevention of slips, trips and falls
- Providing reports on reported accidents and near miss incidents of slips, trips and falls to the School Health and Safety Representatives and CRM

31. Sharps

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

31.1. Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed 3 yearly. This training will include:

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

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the **Administering Medication Policy**.

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

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

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

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

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

The following procedure will be followed if sharps are found on the school premises:

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

31.2. Sharps injury

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

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

32. Personal protective equipment (PPE)

The academy will provide employees who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff will be provided with protective eyewear in all workshops. Visitors will also be supplied with PPE when appropriate.

Staff will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Staff will report any loss or defects to the Premises Manager for repair/replacement. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the principal to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff will receive appropriate health and safety training to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

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

33. Allergens and anaphylaxis

The **SBMAT Supporting Pupils with Medical Needs Procedure** will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the principal with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

The principal is responsible for ensuring pupils with allergies confirmed by a medial professional have an Individual Health Plan/Emergency Action Plan raised and reviewed/amended when notified of a change in circumstances. Individual care plans must be authorised for use by the pupils parent/guardian and shared with all staff.

The principal is responsible for ensuring pupils with food allergies confirmed by a medial professional have a dietary plan raised and reviewed/amended when notified of a change in circumstances. Dietary plans must be authorised for use by the pupils parent/guardian and shared with catering staff, key staff and first aiders

Under **The Human Medicines (Amendment) Regulations 2017**, the school can purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the **SBMAT Supporting Pupils with Medical Needs Procedure**.

34. Smoking and vaping

SBMAT schools are no smoking and no vaping premises. Schools must enforce no smoking and no vaping policy on their grounds. All staff; pupils, visitors and contractors will be made aware of the policy.

35. Security and theft

Steps taken to reduce security risks will be addressed in the **SBMAT Site Security Procedure**,

CCTV systems where installed will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's **Data Protection Policy**.

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

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

Staff and pupils will be responsible for their personal belongings, and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

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

36. Monitoring and review

The effectiveness of this policy will be monitored continually by the principal and the local governing board. Any concerns regarding the content of this policy will be raised by the principal with the CRM.

A review of this policy by the CRM is carried out annually, following changing risks and safety issues, following changes to health and safety regulations, following identification of failings or problems, following accident investigation recommendations.

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

ST. BART'S
MULTI-ACADEMY TRUST

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