



## HEALTH AND SAFETY POLICY

Responsible Person	Joanne West, Chief Executive Headteacher
Date Written	Spring 2018
Last Reviewed	September 2025
Next Review Date	Summer 2026
Date Ratified by Trustees	December 2025

## **Introduction**

This policy should be read in conjunction with the Health & Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within Inspire Multi Academy Trust academies. The policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher, or appointed officers discharge responsibility in respect of staff, pupils and visitors.

This policy will be reviewed by the Board of Trustees annually. Each member of staff receives a copy when joining the Trust, or when the policy is updated and reviewed.

## **Contents:**

Part 1 Statement of Intent

Part 2 Organisation & Management Arrangements

Part 3 Procedural Arrangements

## **Updates**

September 2025

## PART 1

### STATEMENT OF INTENT

1. The Board of Trustees and Chief Executive Headteacher recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974, and will seek to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees and Chief Executive Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - (a) Plant, equipment and systems of work that are safe;
  - (b) Safe arrangements for the use handling, storage and transport of articles and substances;
  - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work
  - (d) A safe place of work and access to it;
  - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Board of Trustees and Chief Executive Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. The Local Authority Health & Safety Co-ordinators provide competent technical advice on health and safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves staff themselves.

Chief Executive Headteacher: Mrs. Joanne West

Signature



Date: 26.9.25

## **PART 2**

### **ORGANISATION & MANAGEMENT ARRANGEMENTS**

Section 1	Board of Trustees
Section 2	Chief Executive Headteacher
Section 3	Local Governing Body
Section 4	Headteachers
Section 5	School Business Manager (SBM)/Site Staff
Section 6	All Employees
Section 7	Safety Representatives
Section 8	Legal Framework
	- Improvement and Prohibition Notices

## **SECTION 1 – BOARD OF TRUSTEES**

Will:

- Recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable.
- Ensure that a written copy of the Trust's Health & Safety Policy is prepared for approval by the Board of Trustees and issued to each Academy for dissemination to staff.
- Ensure that there is an effective policy for health and safety within the Trust and that they familiarise themselves with the contents.
- At least annually monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from our external Health and Safety provider or other external body where necessary.
- The Board of Trustees will ensure steps are taken to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out within Trust Premises by:
  1. Ensuring risk assessments are in place
  2. Undertaking Health and Safety audits acting upon advice and recommendation
  3. Taking account of Audits from the monitoring provider
  4. Reviewing the application of this policy from time to time and at least annually.
- Support the Local Governing Bodies and Senior Leadership Team (SLT) by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, incidents or near misses, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate training.
- Obtain advice on the control of any significant health and safety risks.
- Ensure that all liability is covered by adequate insurance.

## **SECTION 2 – CHIEF EXECUTIVE HEADTEACHER (CEHT)**

Will:

- Monitor that health and safety functions of all staff are included within job descriptions.
- Ensure that the Trust's duties in relation to the management of health and safety across the Trust are met.

- Support Trustees/Local Governing bodies/Headteachers to monitor and review the Policy and ensure it is implemented.
- Ensure appropriate and adequate procedures are in place to assess and manage risk.
- Ensure systems are in place for the successful management of health and safety, including monitoring, reviewing and reporting.
- Ensure all Trust staff attend the annual Health and Safety tool box talk.
- Liaise with the Trust's Health and Safety team concerning health and safety matters.

### **SECTION 3 – LOCAL GOVERNING BODY (LGB)**

Will:

- Support the Board of Trustees and Chief Executive Headteacher with the monitoring and review of the Policy.
- Support the Chief Executive Headteacher and Academy Headteachers with the effective management of health and safety in their respective academies including termly premises inspections along with the Headteacher.
- Ensure statutory compliance with legislation and guidance in relation to health and safety.
- Recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable.
- Ensure that the Headteachers and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
  1. Ensure risk assessments are in place
  2. Ensuring Health and Safety audits are acted upon following advice and recommendation
  3. Ensure termly Health and Safety inspections are undertaken
  4. Ensure the Health and Safety Policy is complied with
- Ensure that health and safety functions of all staff are included within job descriptions.
- Support the Chief Executive Headteacher and Headteachers by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate

training.

- The Academy will report to the Board of Trustees any significant health and safety risks.

#### **SECTION 4 - THE HEADTEACHER**

Will:

- Have responsibility for discharging the Trust's duties in relation to the management of health and safety in their school on a day to day basis.
- Ensure that a written copy of the Trust Health & Safety Policy is issued to each member of staff within their Academy.
- Have day to day responsibility on behalf of the Trustees and LGB to ensure that this Policy is understood, implemented and complied with.
- Undertake e-learning training as recommended by external Health and Safety advisers
- Take a direct interest in the Policy and support the Trustees and LGB with any monitoring and review.
- Ensure all new staff have a safety induction and training is undertaken.
- Ensure that, where relevant, the arrangements for the management of areas of health and safety are formalised (see Part 3 of the Trust's Health & Safety Policy) i.e. Risk assessment, accident/incident reporting, first aid, fire/evacuation, control of contractors, management of asbestos etc.
- Ensure, where reasonably practicable that only safe working practices are used in order to provide maximum safety for all personnel under their charge.
- Liaise with the Trust Health and Safety Team, concerning health and safety matters and welfare at work.
- Maintain good housekeeping standards in their school at all times.

## **SECTION 5 – SCHOOL BUSINESS MANAGERS/SITE STAFF**

Will

- Familiarise themselves with the Health & Safety Policy and formalise their responsibilities for the management of health and safety with the Headteacher.
- Meet together at least weekly to monitor the implementation and effectiveness of arrangements and effectively managed health and safety on academy sites.
- Arrange termly inspections of the site with the Chair of the LGB and Headteacher, produce a report and act upon any priorities highlighted.
- Attend termly Central Leadership Team health and safety premises inspections completing identified actions in a timely manner.
- Review policy and other documentation including the revision of risk assessments and fire procedures
- Supporting the Headteacher to ensure that the procedural arrangements and ongoing up to date staff training are in place in their Academy.

## **SECTION 6 - ALL EMPLOYEES**

Will:

- Ensure, where reasonably practicable that they and persons who are in their charge use only safe working practices.
- Ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with the Site Staff or School Business Manager (SBM) in the first instance or Headteacher.
- Make themselves familiar with the Health & Safety Policy (including risk assessments) of the Trust and that of their respective department including any safety rules and code of practice that has been adopted by the Trust.
- Ensure they read, understand and work within the control measures outline in their role risk assessment.
- Employees must make themselves available for and take part in all Health and Safety training and updates including the annual Health and Safety Toolbox Talk and complete online E Learning training.
- Each site has a dedicated Health and Safety notice board and staff must be aware of its location and monitor it regularly for updates.
- Make appropriate use of safety equipment and protective clothing i.e. personal protective equipment (PPE).

- Report any accidents, incidents or near misses, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions and damage to plant, machinery or equipment to the SBM or Site Staff.
- Take reasonable care of the safety of themselves and of anyone else who may be affected by their acts or omissions at work.
- Co-operate with the SBM and Site Staff to enable them to carry out their role within the Academy.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the LA or the Trust.

## **SECTION 7 - SAFETY REPRESENTATIVES**

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Trust will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Trust currently has no trade union health and safety representatives.

## **SECTION 8 - LEGAL FRAMEWORK**

The following is a brief guide on Health & Safety Legislation for the benefit of all staff within the Trust:

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work etc. Act 1974 (HASAWA).
- The Trustees remain ultimately responsible for health and safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of health and safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in school.
- An external advisor is commissioned to monitor standards of health and safety across the Trust, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The external provider also acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.
- All Trust staff, should follow all policies and procedures described in the Inspire Health & Safety Policy.
- All employees must also co-operate with any commissioned external parties

monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with health and safety legislation. Essentially, how these Policies are applied in school is described in this document.

- Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The act also requires employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrate's court, a fine for each breach of Sections 2-6 of HASAWA.

#### HM Inspectors of Health & Safety

- Inspectors may enter Trust premises at any time, without notice, but in practice they would usually notify the Trust of a proposed visit to one of our schools.
- Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an "Improvement Notice" stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- If notified of a visit the Headteacher will advise the Trust Health and Safety Team who will liaise with the external advisor immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately inform the Chief Executive Headteacher and subsequently the Chairman of the Trust.

### **PART 3**

#### **PROCEDURAL ARRANGEMENTS**

- 1 The Management of Health & Safety in Inspire Multi Academy Trust
- 2 Risk Assessments
- 3 Workplace Requirements
- 4 Control & Management of Contractors & Reporting Repairs
- 5 Management of Asbestos
- 6 Accident/Incident Reporting
- 7 Pandemic
- 8 Violence & Aggression: Reporting Procedures
- 9 Administration of Medication
- 10 First Aid Arrangements
- 11 Display Screen Equipment (DSE)
- 12 Manual Handling of Inanimate Objects
- 13 Fire: Precautions & Emergency Procedures
- 14 Control of Substances Hazardous to Health (CoSHH)
- 15 Electricity at Work
- 16 Prevention & Control of Legionella
- 17 Boiler & Electrical Room Safety & Maintenance of Heating Plant
- 18 Provision & Use of Work Equipment
- 19 Working at Height
- 20 Control of Noise Exposure
- 21 Personal Protective Equipment (PPE)
- 22 Playground Safety & Vehicle Movement on Trust Premises
- 23 Educational Visits
- 24 Arrangements for New Staff
- 25 Returning from Sick Leave/Employees with Health Conditions/Pregnant Workers
- 26 Lone Workers
- 27 Management of Stress, Physical and Mental Health and Wellbeing at Work
- 28 Drugs and Alcohol

## **1. The Management of Health & Safety at Inspire Multi Academy Trust**

The Headteacher and staff of each academy recognise that like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the Trust which will have a negative financial impact upon academies.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in each school.

Staff have responsibility for co-ordinating health and safety information, including risk assessments.

Liaison is achieved with the Trustees/Governors by making minutes of staff meetings available and through reporting procedures and discussions in the Finance, Staffing, Audit and Risk Committee meetings.

Advice on the technical aspects of health and safety and training is available from the external commissioned partner at the Local Authority - Health & Safety Advisor, Civic Centre, and Sunderland.

## **2. Risk Assessments**

The Trust follows the external Health and Safety provider guidance with regards to the Health & Safety Policy. We develop risk assessments that are specific to each individual academy and their operations.

It is important that staff take time to read the risk assessments written for use in school along with their own role risk assessment and apply the principles at work including the use of PPE where recommended. They are produced so that all staff know how to ensure their health and safety, and that of other people, who may be affected by the work of the Trust.

Section 7 in the HASAWA imposes a duty on everybody to keep themselves and all others safe. A breach of health and safety policy or procedure could result in action being taken against an individual. This may include employment action or criminal court proceedings as they may be personally liable.

Any queries should be raised with the SBM in the first instance and if required to the Headteacher. Risk assessments are subject to annual review or where there are significant changes to working practices.

### **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult The Education (Independent School Standards) (England) Regulations 2010 and the Workplace (Health, Safety and Welfare) Regulations 1992.

### **4. Control & Management of Contractors & Reporting Repairs**

In the first instance, only contractors who are registered with the Contractors Health and Safety assessment scheme (CHAS) or on Sunderland City Council's approved contractors list can be used to carry out maintenance and construction work in the Trust.

Where this is not possible and a contractor is to be employed without CHAS registration the SBM is responsible for seeking approval from the Headteacher.

The SBM/Site Staff are responsible for liaising with the Contractor regarding on site risk assessments and method statements as part of the contractor induction procedure. Support is available from the external Health and Safety provider.

Contractors should be monitored by site staff to ensure safer working practices are being used when working on our Academy sites. Where this is deemed not to be the case work should be stopped and advice taken from the SLT.

Staff are responsible for reporting any repairs to the SBM and Site Staff in writing. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis, until a permanent repair can be arranged.

### **5. Management of Asbestos**

A copy of the Asbestos Register for each academy is held in the main office and staff should make themselves aware of its content and may consult it for further information. There is no material in such a condition that it presents a risk to health.

General asbestos information is displayed on the health and safety staff noticeboard.

Staff, must not disturb asbestos containing materials and if they have any concerns they should report these immediately to the Site Asbestos Monitoring Officer (SAMO) and SBM, so procedures can be followed. Contractors should not start work on site before signing the register. The Admin/Site Staff will make the register available to contractors on their arrival. Contractors must sign at Section 7, any contractor or any other person carrying out work in the school must consult the Asbestos Register and act in accordance with the procedures therein **before** commencing work each day they are on the school site.

All work involving asbestos must be carried out by an approved licensed contractor and under the advice of the Council's Asbestos Manager.

The SBMs and Site Staff are SAMO trained.

## **6. Accident/Incident Reporting**

Reporting Injuries Diseases and Dangerous Occurrences Regulation (RIDDOR) is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).
- Over-seven-day injuries to workers -This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

In line with RIDDOR all serious accidents/incidents to employees, visitors and pupils must be reported to the SBM immediately and a Accident/Incident Report Form IR1 completed on the online portal.

As recommended by our external Health and Safety adviser those that submit and sign off IR1's need to complete the IR1 and incident investigation eLearning training.

An IR1 form must also be completed for ALL near misses.

All records will be held securely, in line with the principles outlined in the Trust's Data Protection Policy and the Data Protection Act 2018.

## **7 Pandemic**

In the event of a Pandemic outbreak, Sunderland City Council Health and Safety Team, Health and Safety Executive and Health Protection Agency will play key roles, if deemed necessary information and advice will be issued to all staff and parents on a regular basis.

The decision to close the school would only be taken by the CEHT in conjunction with the Board of Trustees, following the advice of professionals. At such time as deciding to close the school, the Head teacher would inform staff and parents.

RIDDOR reporting procedures will be followed and captured on the IR1 system, risk assessments will be produced for and issued to staff and reviewed as required in line with guidance.

Cleaning regimes will be increased and if necessary social distancing and other controls deemed appropriate applied to all areas of the school day.

## **8 Violence & Aggression: Reporting Procedures**

Trustees are committed to reducing the incidence of verbal and physical abuse towards staff in our Academies. Consequently, we have adopted the LA's definition of violence at work; "any incident where a member of staff is abused threatened or assaulted in circumstances relating to their work".

Staff must report these incidents using the IR1 report forms. The Headteacher will discuss the incident and any follow up action and support required from the CEHT with the member of staff in line with RIDDOR procedures.

## **9 Administration of Medication (see Trust policy)**

Unauthorised medication is not allowed in any school building. All authorised medication is kept securely in a locked cupboard in the medical room or other designated area. Care plans are signed by parents for all medication that the Headteacher has agreed to be administered within school time. Trained staff administer medication in line with the child's care plan, recording the time, date, amount given and a witness signature. Any reactions are recorded on the child's medication record sheet. Medication for asthma is kept in the classroom and is taken on any educational visit carried by an appropriate adult and pupils are supervised when taking their asthma medication.

## **10 First Aid Arrangements**

Teaching assistants and lunchtime supervisors are qualified to deliver immediate pediatric first aid and a designated person is responsible for checking the contents of first aid boxes on a termly basis and replenish following an incident. First aid certificates are held with the SBM. If a pupil in school has an accident requiring first aid treatment they should be taken to the first aid area, where a trained member of staff will decide what treatment should be administered and any further course of action required.

Additional PPE may be required in the case of a pandemic, risk assessments will be carried out at that time and all relevant staff informed as and when necessary.

## **11 Display Screen Equipment (DSE)**

All staff have been issued with and signed for the computer and internet use policy which covers the safe use of display screen equipment. All administration areas have been assessed and workstations have also been setup in the PPA and TLR areas. The SBM will ensure that staff who use display screen equipment will assess their own work station. Advice will be sought from the SBM if staff have any concerns.

## **12 Manual Handling of Inanimate Objects**

Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. The Trust aims to eliminate all manual handling tasks where possible, or reduce the risk, so far as is reasonably practicable. Where appropriate staff can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements), use of mechanical aids etc. Site Staff will carry out the majority of manual handling and have received specific health and safety training in this respect.

## **13 Fire: Precautions & Emergency Procedures**

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Display materials should not cover any heaters, emergency signage or fire alarm call points. Any projecting display material should be sprayed with fire retardant spray. Monthly inspections are carried out on Fire doors by site staff and action is taken to repair any defects where necessary.

SBM's will organise and monitor a fire drill every term. Any issues raised will be discussed with the Headteacher. Key issues will be fed back to staff at weekly staff meeting and Trustees/Governors at termly committee meetings. The Trust has Fire Emergency Procedures displayed in every classroom. All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the Site Staff as soon as possible. A reminder of the drill will be given at the first assembly each term.

A notice outlining the evacuation procedures will be displayed in the main entrance of schools. Staff should only park in designated parking areas and should not double park. This would restrict any vehicle access in an emergency.

The SBMs, Site Staff and other appointed persons are fire warden trained.

- **Fire Drill Arrangements**

All staff, visitors and contractors are asked to sign in and out. In an emergency, all building occupants will evacuate the building and assemble at designated fire assembly points. The registers are taken out together with the staff signing in/out sheets and visitor books in order to confirm who is on site.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with the current Service Level Agreement.

In the case of a pandemic situation, if social distancing requirements are in place, fire emergency procedures will be reviewed and all staff will be informed of the changes to procedures.

## **14 Control of Substances Hazardous to Health (COSHH)**

The Site Staff, which includes cleaners, use chemicals and substances

classified under the COSHH Regulations. Specific COSHH Risk Assessments and training have been provided so the Site Staff know how to control risks to health of specific chemicals. PPE is supplied and used as indicated on the chemical risk assessment.

## **15 Electricity at Work**

To ensure compliance with the Health & Safety at Work Act and Electricity at Work Regulations, IET Wiring Regulations (BS7671:2018), and to ensure electrical safety in our buildings the fixed electrical wiring systems are tested every 5 years to create an Electrical Installation Condition Report (EICR) which will give recommendations for any improvements where necessary.

Portable electrical equipment is listed in the asset register. It is subject to annual Portable Appliance Testing (PAT) by a suitably qualified electrician. Any electrical equipment brought from home by pupils or staff **should not** be used on Trust premises unless it has a 12-month warranty with receipt and/or PAT test carried out.

## **16 Prevention and Control of Legionella**

An annual service level agreement (SLA) is in place and the contracted provider will complete monthly water checks to determine temperatures and any cleaning and disinfection requirements needed to the water system in each Academy. The treatments will be carried out and the legionella file completed accordingly by the approved contractor and records filed appropriately.

Site staff will complete the weekly little used outlet flushing log and monitor monthly contractor visits.

## **17 Boiler & Electrical Room Safety & Maintenance of Heating Plant**

An annual SLA is in place to carry out the annual servicing and any maintenance which is required to the boiler rooms. Copies of service records are held on each Academy site. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

## **18 Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

Where machinery is being purchased (such as woodworking machines, pedestal drills etc.) designated staff should seek advice from Health & Safety Advisor before making such purchases.

Work equipment including access equipment is not to be loaned to those not employed by the Trust.

## 19 Working at Height

All working at height tasks must be assessed and avoided or minimised where possible.

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches or similar furniture is **strictly forbidden**. Elephants foot stools and class 1 stepladders are available if required.

All staff must complete E-learning training for working at height and attend the annual Health and Safety Toolbox talk.

Site Staff inspect working at height equipment on a monthly basis and maintain a register.

## 20 Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time where the premises staff are using grounds maintenance equipment. Exposure to excessive noise levels can result in temporary or permanent hearing damage.

HSE - The Control of Noise at Work Regulations 2005 states:

*“The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels”*

Where there is any reason to suspect that statutory limits of 80db(A) & 85db(A) may be exceeded, advice on control measures should be sought from the Health and Safety external provider.

## 21 Personal Protective Equipment (PPE)

Individual Academies will arrange to purchase PPE for any employee, if it is determined necessary as a result of a COSHH or risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defense and other control measures should be considered in the first instance.

## 22 Playground Safety & Vehicle Movement on Premises

Pupils use the designated play areas as a playground. Pupils are supervised by staff at break times on a rota basis. All external play equipment is inspected by site staff and records kept of findings and actions if necessary. An annual safety inspection is undertaken by an approved contractor, with any repairs completed, as required.

Vehicles enter and leave the premises by use of the entrance gates. Staff and visitors should park in the designated parking bays to the front of the building. Where Academies do not have an isolated identified footpath around the car park to prevent pedestrian/vehicle mix they must lock the vehicle access gates at peak times.

## 23 Educational Visits

Trips and educational visits must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements. Visits must not take place unless a booking form and risk assessment have been completed, uploaded onto Evolve and authorised in line with the Educational Visits Policy.

All residential trips must be agreed with the Head teacher and approved by the CEHT.

Educational visits may be cancelled in a pandemic situation, this will be communicated to all staff and parents as and when necessary.

See Education Visits Policy for more information on safe visits.

## 24 Arrangements for New Staff

As part of their induction all new staff will be issued with a copy of the Trust Health and Safety policy. All staff new to the Trust including supply teachers and students on work placement will be given a health and safety induction, including any risk assessments, and given a tour of the building. New staff who start mid-year need to complete the in-house health and safety tool box talk which will be arranged by the SBM.

Any queries should be directed in the first instance to the Deputy Headteacher or SBM in their absence.

## 25 Returning from Sick Leave/Employees with Health Conditions/Pregnant Workers

The Headteacher must carry out a risk assessment and/or offer advice for managing workloads for all employees returning from sick leave or who may have existing health conditions.

An individual risk assessment must be carried out for pregnant workers as soon as written notification is received. The risk assessment must cover any specific needs or concerns that they may have to ensure they are not exposed to any significant risks.

## 26 Lone Working

The Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. The risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

Lone working is to be **avoided** wherever possible.

Lone working is only permitted after being approved by the Academy Headteacher. The Lone Working Policy and lone working sections of the Job Role Risk Assessments **must** be read before undertaking any lone working.

The control measures as described in the Lone Working Policy and risk assessments must be followed to mitigate any risks to employee health and safety when working alone.

The minimum expectations are that staff should sign in and out of the site, carry either a mobile phone or trust telephone at all times, and obtain prior agreement from their line manager stating when they are coming into work, how long they expect to be on site and when they are leaving, identifying a contact person who would check in with them regularly and who would escalate the situation in the event of no communication.

Home visits are only carried out after the approval of the Headteacher. Staff carrying out home visits should refer to, and understand, the procedures for EYFS new starters.

## **27 Management of Stress, Physical and Mental Health and Wellbeing at Work**

The Trust recognises the importance of good physical and mental health and wellbeing of staff and encourage open dialogue and active discussion with employees to offer support and manage stress at work. Working within agreed Trust HR policies and framework, as an employer, we support the individual needs of staff in relation to physical and mental health and wellbeing. Professional guidance and support are provided to line managers, Head Teachers and staff from external HR and Occupational Health providers.

Head Teachers operate an open-door policy where staff are encouraged to discuss any concerns they may have. Head Teachers and line managers offer advice, guidance and support, as required. Each academy has a well-being team in place including named well-being mentors to support staff and offer advice and guidance.

An assessment of work practices can be carried out to identify potential stressors to staff, offering mechanisms to help them manage known stressors or triggers, for example, workload management.

Staff have access to an external counselling service via Occupational Health, this includes a 24hr telephone counselling service at no cost to the employee. A leaflet promoting the service and including contact details is available for staff and is displayed on the staffroom notice board. It is also recommended by our external Health and Safety adviser that staff complete the Stress eLearning training.

## **28 Drugs and Alcohol**

The Trust has a duty under the Health and Safety at Work Act to ensure, so far as reasonably practicable, the health, safety and welfare of all staff, children and visitors on our premises. Staff also have a duty to take reasonable care of themselves and others who could be affected by their actions whilst at work.

Please refer to Inspire Management of Medication Policy and Drug and Alcohol Policy for further guidance.