'Christ at the centre, children at the heart'

Our Lady of Walsingham Catholic MAT

Company No: 08444133

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Approved by the Trust Board:	**July 2026**
Signed by Trust CEO:	
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Health and Safety Policy

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1 Statement of Intent

The board of directors and CEO of Our Lady of Walsingham Catholic Multi Academy Trust (the Trust) accepts their overall responsibility for ensuring, as far as possible, the health, safety and welfare of staff, pupils and others. We recognise that the maintenance of a safe place of work and safe working environment is critical to the continued success of the Trust and as such, we view our responsibilities for health and safety equally with our other organisational responsibilities. We require all employees to equally accept their responsibilities as part of the development of a true safety culture.

The nature of our activities means that a wide range of risks exists, but through the implementation of this policy, directors, local governors, leaders and employees will ensure that all risks to health are addressed and maintained at the lowest level reasonably practicable. The management of health and safety is an integral part of every leader's role.

The Trust and schools are insured against liability, and the Risk Protection Agreement policy stipulates "The insured will comply with all regulations imposed by any competent authority and take all reasonable precautions to prevent or minimise accident, injury, loss or damage. In addition, the insured will comply with manufacturers recommendations made in respect of plant and machinery wherever reasonably practicable".

The Trust's complaints process will deal with instances of relevant complaint.

The requirements of the Health & Safety at Work Act 1974 and other legislation and guidance will form part of the minimum standards to be achieved, paying particular attention to the provision and maintenance of:

- A safe place of work and safe access to and egress from it;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety at work;
- A healthy working environment.

The Trust aims to:

- Identify the principal hazards to employees and others affected by your work, and control the associated risks adequately;
- Ensure that other business pressures do not interfere with the achievement of a high-quality health and safety management system;
- Meet the basic requirements of the HASAWA: maintain, so far as reasonably practicable, healthy and safe working conditions, e.g. access, egress, safe plant, equipment and systems of work, use, handling, transport and handling of articles and substances;
- Meet the additional requirements of the Management of Health & Safety at Work Regulations (MHSWR) 1999: risk assessments, emergency procedures and health surveillance;
- Ensure employees have the necessary competency to carry out the tasks expected of them and provide appropriate adequate training, information and supervision;
- Consult employees on health and safety issues, possibly using a safety committee;
- Regularly review – and, if required, revise – the Health & Safety Policy
- Meet specific immediate and long-term health and safety performance targets

The trust is committed to the continuing development of an active Safety Management System. We will ensure that sufficient resources are available to fulfil our obligations. The effectiveness of this policy will be monitored and reviewed by the Trust at least annually or following:

- A major change to legislation, processes, staffing, premises

- Significant matters arising from accident or incident investigations
- Consultation with safety representatives, unions and employees

The CEO will act as the steering force overseeing the audit process, supported for each school by the Headteacher or Executive Head.

Senior leaders will ensure that any changes to policy or procedures are brought to the attention of all staff. We would also remind all employees of their statutory duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions. This includes co-operating in procedures introduced in the interest of health, safety & welfare and not interfering with or misusing anything provided in the interest of health and safety. Only with the co-operation and involvement of every employee can the requirements of this policy be met.

In general they will ensure that:

• Meet Legislation and Standards.
• Have appropriate financial support for Health and Safety.
• Take account of Health and Safety when planning new or on-going projects.
• Consult on matters of Health and Safety.
• Are correctly trained and competent in matters of Health and Safety.

This policy applies for all Academies within the Trust, and it could be complemented by any separate 'Policy addendum' in place at the Schools (envisaged to be for Secondary schools, or when a more specific procedure/responsibility is in place).

2 Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1999, which require employers

to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Fire Safety (Employees Capabilities) Regulations 2010, which requires employers to consider, in entrusting tasks to employees, their capabilities as regards health and safety, so far as those capabilities relate to fire
- The Electricity at Work Regulations 1989, which requires employers to ensure the safety of electrical devices and electrical installations in the workplace
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The Health and Safety (Safety Signs and Signals) Regulations 1996, which requires employers to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means
- Equality Act 2010, which requires employers to legally protects people from discrimination in the workplace
- The Working Time (Amendment) (England) Regulations 2013, which requires employers to impose limits on workers' hours of work
- The Manual Handling Operations Regulations 1992, which requires employers to protect their staff from harm when undertaking lifting operations
- The Provision and Use of Work Equipment Regulations 1998, which requires employers to ensure that work equipment provided to employees is suitable, maintained and inspected
- The Lifting Operations and Lifting Equipment Regulations 1998, which requires employers to ensure that lifting equipment provided for use by their employees and the self-employed complies with the Regulations
- The Confined Space Regulations 1997, which requires employers to ensure that confined spaces are identified and procedures in place for access.

The Academy follows national guidance published by UK Health Security Agency (UKHSA) when responding to infection control issues.

3 Roles & Responsibilities

1.1 The Academy Trust Board

- Ultimate responsibility for health and safety matters for the whole Trust
- Take reasonable steps to ensure that staff, pupils and members of the public are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises
- Ensure that adequate health and safety training is provided
- Allocate enough resources to be able to deal with H&S issues across the Trust

1.2 Local Governing Body

- Ensure that local health and safety procedures are in line with this Health and Safety policy and the Statement of Intent by giving support to the Headteacher
- Seek to appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues with the Headteacher and Staff
- Ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the policy
- Monitor the implementation of health and safety procedures and discuss them during termly LGB meetings
- Provide a termly update to be discussed during local governing body meetings (LGB) on matters H&S and premises

1.3 Headteacher / Executive Headteacher

- Responsible for day-to-day health and safety
- Maintain a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare
- Ensure that the Trust's Health and Safety Policy and systems are implemented
- Ensure that the H&S policy is localised (including subject specific changes) where necessary and that it is communicated effectively to all members of staff; this could be done in the form of an 'addendum' policy
- Ensure there is enough staff to safely supervise pupils
- Ensure that the Academy building and premises are safe and regularly inspected
- Provide adequate training for Academy staff based on their level of responsibilities
- Ensure appropriate evacuation procedures are in place and regular fire drills are held
- Ensure that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensure that supply staff, visiting sports coaches and voluntary helpers understand and implement the H&S policy as appropriate
- Ensure that teaching, administrative, catering, and all ancillary staff are aware of aspects of the H&S policy that affect them
- Ensure all risk assessments are completed and reviewed (seeking assistance from Site Manager where necessary)
- Ensure that appropriate standards of welfare are established and maintained for staff, Students and visitors
- Monitor cleaning and maintenance contracts, and ensuring cleaners and caretakers are appropriately trained and have access to personal protective equipment, where necessary

1.4 Site Manager (SBM where applicable)

- Manage, co-ordinate and monitor health and safety matters within the Academy
- Report as necessary to the COO to review/raise the status of Health & Safety matters within the Academy
- Report regularly to the Headteacher on health and safety issues
- Work with the COO to prepare annual H&S reports and present to the Board of Trustees
- Assist with preparation of risk assessments as requested, and advise on appropriate controls
- Advise the Headteacher on which risk assessments should be written, having considered account the government's advice
- Engage external Health and Safety experts as appropriate, receiving their reports and taking any necessary action
- Advise on all H&S matters (including safety of buildings, plant and equipment used and operated by the Academy)
- Ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained
- Ensure that legionella risk assessments are carried out
- Assist in the management of asbestos as and when requested
- Carry out an annual site inspection for each Academy, and prepare a report to distribute to the Headteacher and Trust, with a follow-up visit to ensure progress 3 months later

1.5 Caretaker

- Responsible for carrying out H&S checks on site in a timely fashion
- Ensure that all plant and equipment is operational and maintained to a good standard
- Liaise directly with contractors and subcontractors
- Ensure that the Academy site is safe to use and advise accordingly if not
- Ensure that the Academy grounds are safe
- Ensure that any regular checks are carried out in accordance with the required schedule and that a written record is kept for inspection.

1.6 Staff

- Take care of pupils in the same way that a prudent parent would do
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the Academy on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

1.7 Pupils and parents

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

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- Report as necessary to the COO to review/raise the status of Health & Safety matters within the Academy
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1.10 Staff

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1.11 Pupils and parents

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

1.12 Contractors

- Contractors will agree health and safety practices with the Site Responsible Person before starting work
- Before work begins the contractor will provide evidence that they have completed adequate risk assessment and method statements (RAMS) for all their planned work.

Please note that the above section is indicative, please refer to any individual academy addendum to this policy for more detail in this area.

4 Communication and Information Management

The Trust will provide Headteachers or their delegate with updates to Health & Safety as necessary through the outsourced Health and Safety consultants Cambridge County Council. Individual Academies may procure additional support if felt necessary.

Each Academy should have a system to ensure relevant health and safety information is passed on to the relevant persons within the Academy. Heads of department or subject coordinators should acknowledge their specific responsibility for managing curriculum subject specific information and keeping the Academy's health and safety committee or local health and safety coordinator informed about new information and guidance received.

As a minimum, each Academy must have in place:

- Embracement of Trust health and safety policy available to all staff by various means
- A specific area of the Staffroom notice board reserved for health and safety with:

  The Academy's health and safety policy

  A copy of the "Health and Safety Law – What you should know" poster

  Poster displays or other awareness raising, etc. campaigns
- Information and communication procedures for ALL members of staff, employed directly or not
- Alerts to children with Health Risk Assessments
- A system to inform contractors of the local H&S policy and specific risks before work commences
- Regular staff meetings where H&S matters can be discussed
- System to report defects and H&S issues
- Agenda item on termly LGB meetings with the relevant member of staff (usually the caretaker/site manager or SBM) feeding in issues to LGB
- Reporting up of H&S Premises and H&S Accidents as required, likely a termly basis

5 H&S Induction & Training

All staff must receive appropriate induction training that is matched to their specific work and responsibilities. This is the responsibility of the Headteacher / Executive Headteacher. Members of staff who are new to the Academy, particularly those with management responsibilities, will have H&S training as part of their induction, this is based on a model induction programme provided by the Trust HR partner.

A general checklist for use with employees should include the following, which includes both basic and more specialised criteria:

- Overview of the Academy's health and safety policy and organisational structure
- Tour of the premises
- General health and safety advice, including the academy's own guidance and that from the Trust
- Introduction to the incident/accidents reporting procedures
- Where appropriate, curriculum specific guidance and arrangements
- Introduction to the Asbestos log-book and procedures
- Smoking restrictions
- Fire, evacuation and emergency procedures
- Introduction to risk assessing procedures and results
- Introduction to recognised unions and the local representatives
- Grievance procedures (as they relate to health & safety)
- Information on hazards that are specific to the Academy, and established controls or precautions
- Use of equipment and/or tools including defect reporting
- Materials and substances in use – handling and labelling systems/warning signs
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- First aid procedures, trained first aid personnel and first-aid facilities as displayed
- Access to wellbeing advice, counselling and other staff support schemes
- Security procedures
- Restricted areas and equipment
- Manual lifting and handling – general advice
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping
- Introduction on viral control procedures

Basic H&S training could include:

- Basic H&S in academies and good housekeeping
- Basic fire safety and awareness
- Basic asbestos awareness
- Basic electrics & electrical equipment good practice

- re-fresher of fire escapes and procedures
- Symbols and pictograms: explanation
- Explanation of ergonomics
- Usage of DSE
- Risk assessments: how to and what they are for
- Control of contractors (for specific members of staff)
- Plant and equipment good practice (for specific member of staff)
- Personal equipment procedures (for specific members of staff)
- Reminder of local procedures: RA, H&S policy, and any other relevant policy present
- Accident reporting and investigation procedures
- Viral control good practice
- Water quality control and good practice (for specific members of staff)
- First aid procedures and good practice

More specialised training may need to be arranged by an external provider of choice, this is usually required for Caretakers, Site Managers, Academy Business Managers, Fire Marshals, and First Aiders. Such training could cover:

- Asbestos awareness
- Legionella awareness
- Risk assessment
- COSHH
- Manual handling
- Work at height
- Display screen awareness
- Fire safety
- Fire marshals (fire marshal certificate, fire extinguishers training)
- First aiders (first aid, paediatric first aid)

Each Academy have a detailed ‘training matrix’ where all relevant H&S training is recorded; such matrix also includes an explanation of the training given.

6 Risk Assessments

Risk assessments are a crucial part of every safety management system. Every Academy in the Trust is expected to carry out risk assessments for every activity that carries considerable risks. Examples of such risk assessments are:

- Asbestos
- Swimming pools
- Display screen equipment
- Expectant mothers
- Underage workers
- Pupils being drawn into terrorism
- Control of substances hazardous to health
- Fire
- First aid
- Manual handling
- Working at height
- Legionella

Basic risk assessment training for Academy leaders is undertaken through the CCC H&S contract, other type, more specific, training is encouraged and can be organised by the Trust on request. Every area or department leader, should be carrying out the relevant risk assessments and review them on a regular basis. Risk assessments should then be communicated to all relevant persons, and their effectiveness monitored and recorded: Risk Assessments are usually discussed during governing body meetings, or staff meetings. All Risk Assessments must be recorded in a 'register' with the following:

- Date when it was carried out
- Review date
- Name of person
- Name of risk assessment

Risk assessments should then be communicated to all relevant staff, and proof of this must be clearly documented with a suitable system (this responsibility lies with the Headteacher).

The Trust has adopted a standardised Risk Assessment Procedure, which is detailed as a separate document. Note that in larger academies there may be a requirement for more detailed Risk Assessments. This will be set out in any individual academy addendums to this Policy.

7 H&S Monitoring

The H&S performance of each individual Academy could be measured and monitored by a combination of the following:

- Yearly H&S inspections carried out by a responsible person
- Yearly H&S audits conducted as part of the H&S contract with CCC or other
- Termly walk-arounds conducted by either the local governing body, senior leadership team, or Head of school
- Planned Preventive Maintenance (PPM) systems to maintain every item of plant and machinery
- A system of planned safety and functional checks carried out by the Academy representative, usually the caretaker; this includes every aspect of the site from door closers to fire alarm system etc.
- A system for reporting any kind of issue or defect, from maintenance to safety
- A system of daily/weekly/termly visual checks carried out by the Academy representative, usually the caretaker as required and as per Caretaker checklist
- General hazard spotting by members of staff
- External contractors' inspections of particular areas (e.g.: PE equipment)
- Engineering inspections of specific plant and machinery by the insurance company, currently Zurich
- Regular (3 yearly) premises condition surveys carried out by the Diocese

Audits and inspections are distributed to Headteachers in the form of a report. The Headteacher is responsible to ensure that the relevant persons carry out all the items identified during the inspections, possibly by following the timescales suggested.

The board of Trustees meets once a year to discuss the results of the H&S management system: reports are prepared by the COO/Premises Manager so that an informative discussion of the actual performance can be carried out.

8 Accident & Incident Reporting

Refer to specific separate Policy, this details:

- RIDDOR responsibilities
- who reports incidents
- where records are kept
- investigation requirements

9 H&S Arrangements

An effective safety management system should have arrangements in place to deal with every aspect of health, safety and welfare of their employees and members of the public.

Head Teachers ensures that the following arrangements are in place in each individual Academy:

a. Plant & Equipment

- All equipment and machinery should be maintained, so far as is reasonably practicable, in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it should be checked to ensure that it meets appropriate educational standards
- All equipment should be stored in the appropriate containers and areas; all containers to be labelled with the correct hazard sign and contents
- Every Academy to be inspected once a year (or when needed) and the plant M&E asset list updated; every item in the list should be inspected to statutory requirements and all records kept in the 'Site Log-Book'
- Certain mechanical and electrical plant will be inspected once a year (or more) by the insurance company, and record kept; this is organised by the Trust
- Machinery and equipment should be risk assessed if needed, and a safe system of work completed for each item that have a certain amount of risk
- Playground Equipment should be inspected by external specialists every year, and visually checked every month by the school Caretaker

b. Electrical equipment

- All staff should be responsible for ensuring that they use and handle electrical equipment sensibly and safely
- All staff should visually check any electrical item prior to its use: leads should be checked for damage (unless the item is 'not portable', EG desktop pc, fridges, microwave ovens etc), items visually checked for scorch/burn marks, excessive level of noise (above the usual level of the item) reported. Such checks should not take more than a minute at maximum; a separate 'electrical item' policy might be in place, especially if their department constantly uses electrical items
- Every Academy is required to keep an inventory of all the portable and fixed electrical assets and have formal inspections carried out by their site team (maintained by the SBM or other admin personnel). This should be carried out at least annually.
- Staff should avoid taking into Academy personal electrical items; the only exception is when the Headteacher gives permission personally, in the event, these should be PAT tested or assessed before first use and subsequently in accordance with the schedule.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards should be reported to the site responsible person immediately
- A portable appliance test (PAT) is carried out by a competent person every 2 years with a visual inspection in the year with no full test; records are kept either electronically or in the site log-book
- Electrical apparatus and connections should not be touched by wet hands and should only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment should only carried out by a competent person
- Every Academy to have the whole electrical system checked by a competent company ever 5

years

c. PE & Play Equipment

- Pupils should be taught how to carry out and set up PE equipment safely and efficiently. Staff should check that equipment is set up safely before each use
- All equipment to be inspected by external experts every year and records kept; any necessary maintenance carried out and records kept. The site Caretaker also visually inspects (and keep records) every month
- Certain equipment should be risk assessed if it carries a considerable risk, and staff trained in its correct usage, by manufacturer specifications; this is the responsibility of the Headteacher, (but could be delegated to other trained members of staff)
- Children should not be allowed to play with any equipment that carries a considerable risk unless supervised by an adult trained in its usage

d. Display screen equipment

- The Academy is responsible for identifying applicable users
- All staff who use computers, or other similar equipment, daily as a part of their normal work, should have a display screen equipment (DSE) assessment carried out.
- All staff should receive basic DSE training; this can be in the form of leaflets or reminder during staff meetings
- Staff concerned that the use of DSE equipment is potentially effecting their health negatively must raise this with their line manager for assessment.
- Staff identified as “DSE users” are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically and solely for DSE use) only with the nominated Trust contracted optician – currently Spec Savers. Staff should request details of this arrangement prior to any appointment of commitment to purchase.

e. Lone Working

Lone working may include:

I. Late working
II. Home or site visits
III. Weekend working
IV. Caretaking duties
V. Site cleaning duties
VI. Working in a single occupancy office
VII. Working in an isolated area of the site or anywhere that is not usually occupied (e.g.: plant rooms, basements)

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

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

Any lone worker should have a working mobile phone (or similar item, e.g. walkie-talkie) with him/her at all times; a delegated member of staff will act as a “checker” by making sure that, after a specific amount of time, the aforementioned person answers his mobile phone.

The lone worker should ensure that they are medically fit to work alone. Please refer to the ‘lone worker general risk assessment’ for guidance

f. Violence At Work

Work related violence is “any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment”. This is based on the Health and Safety Executive’s definition.

The Trust encourages each individual Academy to provide some violence at work training to its employees; the level of training should be based on the position of the member of staff.

Every Academy is encouraged to develop their own policy, which as a minimum should include:

- how to deal with confrontational situations
- what to do in the event of a threat from members of the public
- how to avoid confrontational situations using diplomacy
- procedures to follow in the event of physical threat
- safe places to go to in the event of immediate threat
- procedures to call the emergency services
- procedures in place to monitor behaviours during particular activities (e.g.: parent’s evenings)

Certain activities that carry a considerable risk of violence from members of the public will have a risk assessment carried out by the relevant member of staff: this is usually the Headteacher.

Every violence related incident should be recorded and investigated.

g. Emergencies & Evacuation

Emergency exits, assembly points and assembly point instructions should be clearly identified by safety signs and notices. Fire risk assessment of the premises should be reviewed regularly: the suggested schedule is 3 years unless changes require more regularly.

Emergency evacuations should be practised and recorded at least once a term.

The fire alarm system should be maintained by manufacturer specifications and records kept in the site logbook.

Fire alarm testing should take place once a week on a ‘call point rotation system’. A written record of this must be kept by the Academy.

New staff should be trained in basic fire safety and all staff and pupils should be made aware of any updates; training should be recorded.

In the event of a fire, each site will follow their individual ‘Emergency policy’, which usually consists in some of the following:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only if trained in how to operate them and are confident they can use them without putting themselves or others at risk. Any fire bigger than a paper bin should NOT be tackled with a fire extinguisher
- Staff and pupils will congregate at the assembly point/s
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The receptionist will take a register of all staff and visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- In severe emergencies the whole Academy will evacuate and reassemble at their designated place

The Academy should have special arrangements in place for the evacuation of people with mobility

needs and fire risk assessments will also pay particular attention to those with disabilities.

There will be allocated staff assisting pupils with special needs and a PEEP completed for each one of them.

Escape routes to be regularly checked by the appointed member of staff and records kept.

Fire extinguishers to be maintained annually by a competent company; they should also be visually checked on a regular basis by the designated member of staff.

h. Hazardous Substances

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

I. Chemicals
II. Products containing chemicals
III. Fumes
IV. Dusts
V. Vapours
VI. Mists
VII. Gases and asphyxiating gases
VIII. Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments should be completed by the relevant person and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

A COSHH register must be present in each Academy, where every substance used is assessed and recorded.

Hazardous products should be used and stored in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All flammable substances should be kept locked in a metal cabinet and segregated from other products, as per the individual risk assessment.

All chemicals, cleaning materials and day-to-day cleaning supplies should be stored in a locked area.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used; this should all be recorded on the COSHH risk assessment forms.

i. Gas safety

I. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer and records kept; maintenance will be undertaken every year
II. Gas pipework, appliances and flues should be regularly maintained
III. All rooms with gas appliances are checked to ensure that they have adequate ventilation
IV. The entire gas system will be tested every 5 years as by statutory requirements

j. Legionella

I. A water risk assessment to be completed every 3 years by a competent person

II. The site responsible person should carry out regularly water flushing and temperature checks, according to the site-specific regime (as set out in the caretaker checklists), and records kept

III. The site responsible person should receive basic legionella awareness training and record of such training kept

IV. For more in depth details, please consult the relevant 'Water Management Policy'

k. Asbestos

- Every Academy to have an up to date asbestos management survey and asbestos register (register to be updated annually);
- Each Academy to ensure that the relevant site person (usually SBM or Caretaker) has been trained in asbestos awareness
- Asbestos areas should be communicated to every member of staff on a yearly basis, on induction and when necessary
- Regular visual check of asbestos areas to be undertaken by the Academy and annually by the Site Manager or other relevant person
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the Academy and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- Asbestos sign-posted using stickers which are checked annually to ensure still in place Please refer to separate policy for in depth guidance

l. Working at Height

Any work at height should be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

I. Any working at height equipment is regularly inspected and records kept; the frequency of such inspections depend on the usage and are left for each Academy to decide

II. Pupils are instructed to not use any working at height equipment

III. Staff will wear appropriate footwear and clothing when using ANY working at height equipment

IV. Contractors are expected to provide their own equipment for working at height; if borrowing any Academy equipment, they should sign a declaration that they take full responsibilities of any damage/injuries caused by such equipment

V. Before using equipment, staff are expected to conduct a visual inspection to ensure its safety

VI. Academies are encouraged to give basic 'working at height' training to all staff, especially to members of the site teams, and records kept

VII. Access to high levels, such as roofs, is only permitted by trained persons and should be under a permit to work system. The generic "Work @ Height" RA provided by the Trust can be used for guidance, and tailored to specific individual needs.

m. Manual Handling

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

ask for assistance; Academies should provide basic manual handling training to all staff.

The Trust provides basic manual handling risk assessments, which can be used to give basic manual handling training; these assessments are not a substitute for training.

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

Every manual handling operation that carries a considerable risk, should be individually risk assessed and records kept; such assessment will be communicated to the relevant member of staff.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- **If in doubt, DO NOT attempt the lift but ask a senior member of staff for help or guidance**.

n. First Aid

Every Academy is expected to carry out a 'first aid risk assessment' to determine the amount of first aiders and first aid facilities required; this RA should be recorded and updated when it is deemed necessary. First Aid Kit to be available and staff aware of where it is positioned, and a place for administering medical care

o. New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the Academy that they are pregnant. The Trust prepares a general RA but the Academy is required to undertake personalised ones for their staff that can be based on the general one

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

p. Occupational Stress

The Trust subscribes to an Employee Assistance package for all Academies details of this are communicated to all staff.

There is no change to individual Academy policies, and every Headteacher is encouraged to continue with the current stress management system they have in place.

Access to Occupational Health support is also available to support these initiaitves.

q. Safety signs, markings, signals

Every Academy is encouraged to conform to the international guidelines for safety signs, signals and markings.

This is part of the annual H&S visit conducted at each site, and also complemented by more specific visits e.g. fire risk assessments.

r. Site Security

Every Academy site will have its own site security procedures; these could be covered by a specific policy.

Each Academy will have a specific 'Security Risk Assessment' carried out, the results of this could be used to tailor specific needs.

Access Control: All school staff need to be vigilant in the access allowed to persons who are not on general school business. Staff should not allow unsolicited people to follow them through the reception electronic doors. If someone does follow them through, they must ensure they are introduced to reception in person to be greeted. Should staff feel someone is on site and should not be, because they walk through unlocked gates, a challenge is advisable. Each school will have its own access control addendum relevant to their site.

s. Waste Control

Every Academy is required to comply with current environmental laws regarding the disposal of waste and waste collection.

Waste collection areas and procedures should be risk assessed to address issues such as fire, infection control, pest control.

Each site is encouraged to recycle as much of its waste as possible; this is so that both moral and financial duties are covered.

t. Business Continuity

Each Academy site is encouraged to develop a business continuity plan to deal with any foreseeable and unforeseeable emergency.

This should be linked with other policies such as fire and emergencies, natural calamities and similar.

u. Safeguarding

Every Academy is required to have an up-to-date policy, and at least one person to act as a safeguarding officer; this is usually the responsibility of the Headteacher. The Trust and schools adhere to KCSIE guidance.

v. Adverse Weather Conditions

Every Academy is encouraged to develop their own 'Adverse Weather Policy' or Risk Assessment; this should include information and guidance on what to do in the event of bad and adverse weather.

The Trust suggests, as a minimum, to have in place procedures for dealing with:

I. snow
II. strong wind
III. heavy rain
IV. hot temperature
V. hailstorms

The layout of the Academy and its surroundings should all be taken into consideration. Each Academy currently have a 'Storm & Flood' management plan, that can either be used as it is, or used in conjunction with a more specific policy.

w. Traffic Management

Every Academy should develop their own personal traffic management procedures.

Everything should be taken into consideration from layout, parking spaces and position, entrance and exit, segregation of routes between pedestrian and cars etc.

Particular attention should be given to signs and road markings.

x. Confined Spaces

Every Academy site is encouraged to have an up-to-date confined space register.

A confined space is “any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk”.

Confined spaces in academies are usually plant rooms, boiler houses, gas and electric meter rooms and similar.

Particular attention should be given to signage: every confined space should be signed and risk assessed.

Access should be given under a permit to work system, unless the risks are minimal: children should never access a confined space.

y. Fragile Roofs

Every Academy site is encouraged to have an up-to-date fragile roof register.

Every roof that can be accesses and ‘fallen through’ because of their fragile, non-load bearing nature, will need to be identified by a safety sign; yearly condition surveys should be carried out and record kept.

Fragile roofs should be also marked on the site Academy plans and fire emergency plans if needed.

z. Smoking

Smoking is the single most preventable cause of premature death and ill health in our society. The weight of scientific evidence leads the school to believe that smoking could be injurious to the health of not only those who smoke but also to others through passive smoking. Additionally, smoking represents a fire hazard to the school and its occupants. With this in mind the school aims to promote the health, safety and welfare of its students, staff and visitors and to raise environmental standards.

The Trust` aims:

- To demonstrate the school's commitment to promoting the health and safety of pupils and staff;
- The school accepts that they have a role to play in working towards non-smoking being seen as the norm in society;
- The children will receive consistent messages through the Anti-tobacco education in the curriculum and will observe non-smoking role models within the school;
- To protect non-smokers from the adverse health effects of environmental tobacco smoke in the workplace;
- To provide information and advice for those who wish to stop smoking.

It is the intention of the Trust that it will be a smoke free environment for all who use the premises. Smoking (including the use of e-cigarettes) is not allowed on the school premises - building and around the site;

Visitors: The smoking policy applies to all visitors to the school - for example, parents, suppliers, supply or temporary staff, and repair people. The following arrangements have been made for informing visitors of the policy's existence

- Clearly worded signs will be sited to announce the policy;
- A paragraph in the lettings policy in the lettings agreement;
- Staff members will inform visitors of the policy when necessary.

aa. Contractors Management

Refer to specific separate Policy.

bb. Lettings & External Clubs

Every Academy is encouraged to have an up-to-date policy if premises are let out to external clubs.

cc. Permit to Work

Every Academy is encouraged to have a 'permit to work' system in place for high-risk tasks; this is usually in place for external contractors when carrying out certain tasks (use of naked flames, access to confined spaces, live electrical working etc).

Permits to work should be granted and signed off at the end of the task. This is to ensure that certain critical aspects of the task are taken into consideration and the associated risks managed (e.g.: 'cooling off' period after the usage of naked flames for welding).

dd. Safe Systems of Work

Academies should have 'safe systems of work' in place for every activity that carries a certain amount of risk. Safe systems of work in academies are usually drawn-up for maintenance tasks, which could include some, and not limited to, of the following:

- working with ladders
- working with machinery
- working with maintenance tools (strimmers, circular saws etc.)
- sorting deliveries
- deep cleaning & high-level cleaning

A safe system of work should include training and information on how to safely carry out the task and use the equipment provided, all risks and counter measures identified and explained; such systems should then be distributed to the relevant person and signed to confirm understanding.

For low or trivial risk activities, a safe system of work could also be delivered verbally.

ee. Off Site Visits

When taking pupils off the Academy premises, Academy leaders will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take an Academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current paediatric first aid certificate on Academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

ff. Infection Prevention and Control

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

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels or

hand-dryers

- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with

  waterproof dressings Coughing and

  sneezing
- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling

  cleaning chemicals Cleaning of the environment
- Clean the environment, including toys and equipment, frequently

  and thoroughly Cleaning of blood and body fluid spillages
- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available

  for blood spills
- Laundry Wash laundry in a

  separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never

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

Animals

- Wash hands before and after handling any animals
- Supervise pupils when playing with animals

- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Pupils vulnerable to infection

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

The Academy will follow recommended exclusion periods for infectious diseases outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Each Academy follows Government guidance in regarding the prevention of the spread of the Covid19 virus; each Academy has an up to date risk assessment which is updated regularly, this is the responsibility of the Headteacher.

gg. **Drugs and Misuse of substances**

hh. The Trust does not condone the misuse of drugs, solvents, alcohol or any substances, which may be harmful to health. This includes anything that fits with the definition of 'legal highs'. Nor does it condone the possession of or illegal supply of such substances.

ii. The school is committed to the health and safety of its members and will take action to safeguard their wellbeing.

jj. The school acknowledges the importance of its pastoral role in the welfare of all its members, and through the general and Catholic Christian ethos and values of the community, will seek to persuade pupils/parents/carers/staff in need of support to come forward.

kk. The definition of a drug: A substance people take to change the way they feel, think or behave, including:

10 All illegal drugs (those controlled by the Misuse of Drugs Act 1971);

11 All legal drugs, including alcohol, tobacco, volatile substances (those giving off gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates known as poppers;

12 All over the counter and prescription medicines.

a.

b. The school community is committed to the following drug educational aims:

13 Enabling pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills;

14 Providing access to accurate information about substances e.g. short- and long-term effects and risks, rules and laws relating to drugs, the impact of drugs on individuals, families and communities, the prevalence and acceptability of drug use among peers and the complex moral, social, emotional and political issues surrounding drugs;

15 Developing skills to make informed decisions and keep themselves safe and healthy, including assessing, avoiding and managing risk, communicating effectively, resisting pressures, finding information, help and advice, devising problem-solving and coping strategies and developing self-awareness and self-esteem;

16 Enabling members to explore their own and other people's attitudes towards drugs, drug use and drug users including challenging stereotypes, and exploring media and social influences

17 Widening understanding about related health and social issues e.g. sex and sexuality, crime, H.I.V. and AIDS;

18 Enabling members of the wider school community to identify sources of appropriate

personal support and encouraging their use.

a. Where relevant, each Trust academy will have separate policies/procedures in this area included within their respective addendum to this Policy.

b. Lockdown Policy

c. Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students within the Trust. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

d. The three basic principles of keeping safe in a lockdown situation, particularly if they are outside the main buildings at the time are: Run - Hide - Tell. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc) a major fire in the vicinity of one or both of the school site
- It is important to remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.
- It is of vital importance that the lockdown procedures are familiar to all members of the strategic team, the site team, administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year.
- Each academy is expected to have in place its own lockdown policy which may be as an addendum to this Policy.

e. Supporting Medical Conditions in School

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- Some pupils live with chronic conditions some of which require medication to be immediately to hand for administration otherwise severe deterioration in health may ensue.
- The school will endeavour to ensure inclusion for these pupils across the curriculum. Pupils should not be in general possession of drugs/medication whilst on the school premises to minimise the risk of pupils accessing drugs (albeit for medicinal purposes) whilst in the care of the school. Exceptions to this may include Epi-pens and Asthma inhalers.
- It is important that the school receives and fully considers advice from healthcare professionals and value views of parents. Equally, any medical conditions need to be considered within the context of Education, Health and Care (EHC) plans and the 2014 SEN Code of Practice.
- Prescribed medicines will be kept in a secure container and must only be administered in accordance with the prescriber's instructions.
- Pupils will be allowed to carry essential medicines such as asthma inhalers. Other medicines that have been prescribed should be handed to the office

and collected from there as and when required;

- Medicines should only be administered in school where it would be detrimental to health to not do so and written consent for use should be obtained when medicines are held in school. The person administering any medication to pupils must log this in the written record.
- Individual Health Care plans. These will provide clarity about what needs to be done by whom and when. These are helpful when emergency intervention is either likely or anticipated. These may be initiated by either the school or health professional in consultation with the parent.
- The school owns its own defibrillator. This equipment is kept in the school reception and it is accessible for anyone to use, including lettings that use the school out of normal hours.

f. Health & Safety Advice

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- The Trust appoints Cambridgeshire County Council Health & Safety Service (or equivalent provider) as its competent health and safety adviser.
- The Trust has a contract with 'Cambridgeshire County Council' to give H&S advice and support; each Academy is provided with its own personal adviser. This includes:

19 accident investigation & reporting using an online portal

20 yearly H&S management audit

21 advice and support on completing RA

22 general support

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- Each Academy has the choice of going directly to either the H&S Advisory Team or the Site Manager. The H&S Advisory Team is managed by a CMIOSH (chartered member of IOSH)