FIRST LIGHT FEDERATION

Diocese of Norwich Education and Academies Trust

Hopton Church of England Primary Academy

Health & Safety Policy

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Person Responsible:	**Head of Estates**

Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

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1. Introduction

As the employer of staff, the Trust has the overall responsibility for the health, safety and welfare of all staff and pupils in its academies. The Trust recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

This document provides an overarching framework within which each academy individual Health and Safety procedures sit.

The Trust will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the Trust's monitoring role and to initiate and review health and safety policies and procedures, a committee of the Trust Board has been established with responsibilities to undertake the role of the Trust and DoNESC Central Health and Safety Committee covering all the academies within the Trust.

The Health and Safety committee has been set up to cover DoNESC, DNEAT and St Benet's to monitor health and safety practises and culture around each organisation, this is in place to ensure our moral duty is met ensuring all Staff, Pupils & Visitors are safe whilst on our premises. The committee is also in place to share information and best practise across all three organisations.

Although overall accountability for health and safety lies with the Trust, the Headteacher/Principal is responsible and accountable for the day-to-day health and safety of staff and pupils in individual academies in line with the Scheme of Delegation. The Headteacher/Principal will then delegate some functions to other staff, in particular the Academy Business Managers/Premises Managers/Caretakers/ Supervisors etc. All contact information for responsible parties at each academy can be found in section 25 of this policy.

2. Statement of Intent

It is the aim of the Trust to comply with The Health and Safety at Work Act 1974 and all subsequent legislation.

The Trust is committed to taking effective action "so far as is reasonably practical" to ensure the health, safety and wellbeing of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities. This includes effective communication and consultation with employees, monitoring of performance across the Trust in relation to health and safety, and nominating a member of the Trust Board to be the appointed Health and Safety Trustee.

Where necessary, the Trust will seek and recruit specialist advice to determine the risks to health, safety and wellbeing in the establishment and the precautions required to deal with them.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities. Serious breaches of the health and safety policy may be treated as disciplinary offences.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently where there have been significant changes to the Trust.

Signature:



Oliver Burwood
Chief Executive Officer
Date: September 2025
Due for review: September 2026

3. Organisational Responsibilities

The Trust

The ultimate responsibility for health and safety in the academy rests with the Trust as the employer. DoNESC will support the Trust through appointment of a qualified and approved Health and Safety Officer.

The Trust will ensure that:

- A competent person is employed and ensure that the assessment of reasonably foreseeable risks is undertaken, and control measures put in place that will reduce risks. This falls under the remit of the DoNESC Head of Estates and assisted by the Health & Safety Advisor.
- Health, safety and well-being are integral throughout the Trust academies and the central team by implementing a system of managing safely so that all academies are rated as "low risk".
- Support, advice and guidance are available either through the DoNESC Head of Estates (H&S), Health & Safety Advisor or external agencies.
- Implement and manage the Health and Safety Committee that chaired by a DoNESC member of staff. The Health and Safety Committee operates jointly across DNEAT, St Benet's Multi Academy Trust and DoNESC. The Health and Safety Committee will report to the Trust Finance, Audit and Resources Committee (DNEAT) / Finance, Audit and Risk Committee (St Benet's) through the Health and Safety Report. The Health and Safety Committee is essential to enable management and trade union representatives to work together to ensure compliance with the law and to develop a positive health and safety culture within the workplace. The Trust recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

Headteacher/Principal

The Headteacher/Principal will ensure that:

- They report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as soon as possible. They complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc (online reporting https://www.iamcompliant.com/)
- Suitable risk assessments of work activities are undertaken via IAM Compliant, that a written record of the assessments is kept and uploaded onto the IAM Compliant and that the assessments are reviewed annually or upon change of circumstances
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried out. Concerns to be raised to the Estates Team for support.
- There is co-operation with the Trust in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

Site Staff & Business Managers

Site Staff & Business Managers will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.

- Regular testing and maintenance of electrical equipment including portable equipment takes place.
- Adequate systems are in place to ensure all statutory compliance tasks are undertaken and recorded correctly.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises take place with safety representatives invited to take part and records kept.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

Employees
Implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:
- They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Headteacher/Principal or to their line manager any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher/Principal or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be necessary.
- They undertake the relevant health and safety training as and when required

The Health and Safety at Work Act etc. 1974 states:
"It shall be the duty of every employee while at work;
- To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with hem/her so far as it is necessary to enable that duty or requirement to be performed or complied with"

The Act also states:
"No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"
In order that the laws, be observed and responsibilities to pupils, students and other visitors to the school are carried out all employees are expected:
- To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their academy.
- To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

Class Teacher Obligations

The safety of pupils and students in classrooms, ICT rooms, libraries, halls and workshops etc. is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils and students when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers that they cannot accept this responsibility, they should discuss the matter with the Headteacher/Principal before allowing practical work to take place.
Class teachers are expected:

- To exercise effective supervision of the pupils/students and to know the emergency procedures in respect of fire, bomb scare/threat under the PREVENT duty and first aid as well as the Evacuation/Invacuation policy, and to carry them out
- To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- To make recommendations to their line manager etc. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially so.

Pupils/Students
All pupils and students will:
Follow safe practices and observe safety rules including:

- To exercise personal responsibility for the safety of self and classmates.
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous -see Trust Offensive Weapons Policy).
- To observe all the safety rules of the academy and in particular the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety**.**

Visitors & Contractors
Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) are required to observe the safety rules of the academy. In particular parents/carers helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors must report to the reception office where a “signing in” system is in operation.

4. Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from heights.

5. Fire

Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the "Responsible Person" to ensure that their fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date.

The "Responsible Person," is the Head Teacher/Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- The completion of a Fire risk assessment, this should be undertaken by an external company and they should hold the minimum qualification of NEBOSH certificate in fire safety.
- Good housekeeping, do not allow combustible materials to accumulate.
- Suitable firefighting equipment, which is located in appropriate positions.
- Means of raising the alarm.
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.
- Ensure adequate testing and drills are run at correct intervals.

For further guidance on correct fire management please refer to HS03a

6. Legionella

The Health and Safety at Work etc. Act 1974 and the ACOP L8 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher/Principal who is the duty holder to ensure the following written control scheme is in place:

- Identify and assess the sources of risk for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions, i.e areas of water stagnation, present that will encourage bacteria growth, this includes legionella.
- Identify the hot and cold-water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-50 ° C. If a TMV is present the temperature must be taken from the pipework. If the pipework work is not accessible the temperature coming out of the hot outlet should be between 38-43 ° C

- Identify all areas or services capable of releasing an aerosol such as showers, spray taps and where necessary put measures in place to control the risks.
- Keep an up-to-date plan of the water system layout including parts temporarily out of use
- Identify whether there are susceptible individuals present that may be exposed to such aerosols.

Each academy should have a legionella risk assessment undertaken by a qualified professional to identify risk and remediation. The frequency for review if dictated by the risk assessment is normally between 2-3 years. If all actions have been completed on the risk assessment and no changes have occurred within this period, the review can be undertaken by a competent person employed by the Trust.
For further guidance on legionella management please refer to HS23a.

7. Asbestos

Asbestos surveys must be undertaken by accredited companies that are approved by the trust. The survey then must be made available to all contractor coming to site to undertake any works. The survey must undergo a professional review every 12 months. If any asbestos is removed from site this must be updated on the internal register, supporting documents for academies can be found under HS20 & HS20a.
In the event of Asbestos being disturbed the Estates team must be contacted urgently then Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place. The incident then needs to be reported via iAM Compliant.
If anyone suspects they have discovered or disturbed asbestos, they should:

- Not disturb it further.
- Ensure that access to the affected area is prevented.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

For further guidance on Asbestos please refer to all related HS forms.

8. COSHH

The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employee's exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health.
Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range or substances capable of being hazardous to health.
Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Safety Data Sheets Should be obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used, and a decision made about the measures necessary to adequately control exposure.

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out. Advice must be sought from the DoNESC Head of Estates (H&S)/Health and Safety Committee prior to initiating health surveillance.

- Records relating to named individuals must be kept for 40 years.
- Advice should also be sought from Occupational Health (contact Human Resources at hr@donesc.org for further information on OH provider) if there is any uncertainty regarding the need for health surveillance.

9. First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide "adequate and appropriate" provision to ensure their employees receive immediate attention if they are injured or taken ill at work.
The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is strongly recommended by the HSE and it is the academy's policy that provision is made for them.
Points to consider:

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

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

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

- Low hazard – for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard – for more than 50 at least one first-aider trained for every 50 employed

For further guidance on first aid please refer to all supporting HS documents.

10. Electrical Safety

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

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certificate of the training would be required as proof.
- Teachers cannot be required to undertake any electrical maintenance or repair work. Without exception, such work should be allocated to an individual with appropriate training and expertise.

- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g. Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

3.1 Portable Appliance Testing

PAT must be carried out by someone with the necessary knowledge and experience to carry to a test and interpret the results should be completed in accordance with the findings of the risk assessment.

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label. A record of checks will be recorded on iAM Compliant.

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a "DO NOT USE" sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely. A record of any disposals or repairs should be kept with the annual PAT document to clarify this is no longer a risk.

3.2 Fixed Wire Inspection

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every 5 years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse. Items categorised as C1 & C2 must be acted on and an allowance should be made in the budget for these.

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school and uploaded onto iAM Compliant.

11. Gas Safety

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

For further guidance on gas safety, please refer to HS37.

12. Display Screen Equipment

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

A user is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of his/her normal work". This is usually interpreted as continuous period of an hour or more on most days of the week. The employee's line manager will identify DSE users.

To comply with DSE regulations the "Responsible Person" the Headteacher/Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks (see appendix HS15/15a)
- Make sure controls are in place

- Provide information and training
- Provide eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.

3.3 Eye Tests

Upon request of the DSE user, identified by their line manager, the academy will pay for a test to be carried out by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy. "Normal" corrective appliances are at the user's own expense, but users needing "special" corrective appliances will be prescribed a special pair of spectacles for display work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work.

13. Manual Handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handing operations, "so far as is reasonably practicable"
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

3.4 Manual Handling Risk Assessment

The responsible person, the Headteacher/Principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided. These can be dynamic risk assessments as required.
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced e.g. is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling, e.g., trolleys to eliminate/or reduce the risk of injury.

The following guidelines should not be exceeded, and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

For men and women:

- Force to stop or start the load Men 20kg, Women 15kg
- Sustained force to keep the load in motion Men 10 kg, Women 7 kg

Manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This should be available to all staff on-line and records kept of training undertaken.

14. Working at Height

"Work at height" means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Where possible working at height should be avoided but, in the instances, where this is required a risk assessment must be carried out to ensure this is controlled. Working at height should never be carried out when lone working.

Foot stools and ladders are suable means of access as a higher working platform but are only to be used for short periods of time, no longer than 30 minutes. Any work that takes longer than this should have other forms of access.

All ladders on the premises must be rated either Class 1 or Class EN131 professional, these should be subject to internal inspection by a competent member of staff every 6 months with records being kept.

Allstaff that are subject to working at height must have undertaken working at height training on iAM Compliant and inspect all equipment before use. Each staff role within the academy should be considered when allocating this training as well as referring to HS21 to identify who requires this training.

15. Keeping Livestock and Schools Dogs

Schools may wish to keep a small number of animals (e.g. chickens or rabbits) to encourage children to learn about animals and their care and to teach them about the sources of food. The keeping or visiting of hooved animals is not sanctioned by the Trust due to the risk of disease and the possible impact on the business continuity of the academy and this must be noted when introducing new animals to the school environment.

Hooved Animals that are now classed as visiting through regulated and authorised schemes are acceptable. The Academy must follow all steps accordingly for this to take place and achieve CEO approval, this must be done by using forms HS41 and HS41a.

Reading Dogs for Schools must be fully risk assessed, the training and qualification of the dog handlers checked and relevant insurance in place before dogs are allowed on the premises. Academies who wish to introduce a school dog must also seek written permission from the CEO of the Trust.

Issues to consider include the following.

- Ensuring that someone involved is experienced in the housing, feeding, handling and care requirements.
- Ensuring that continuous animal care will be available at all times, including at weekends and over the holidays.
- Ensuring that funding for setting up and maintaining stock, including veterinary fees, will remain available.
- Considering for how long the animals will be kept and where they will go if not kept permanently.
- Checking that anyone that may be affected by the animals, e.g., other members of the school and neighbours are happy with arrangements.
- Ensuring that suitable secure housing and containment is provided for the animals and that their other needs are met.
- Ensuring the health and safety of pupils, staff and other people that may come into contact with the animals and follow the CLEAPSS guidelines.
- Registration with DEFRA may be required (and anyone keeping poultry is encouraged to do so too) and check the DEFRA web site regularly for the current requirements.

16. Risk Assessments

Each academy has a responsibility to undertake risk assessments for work related activities by a competent person; the findings of these assessments should be actioned where possible to remove of mitigate the risk of anyone coming to harm. A general risk assessment template is available (HS01) for academies to use to create new documents. A suite of generic risk assessments has also been created for academy staff to adapt to meet the needs of the specific site.

Each risk assessment must be created before an activity is carried out for the first time and must has sensible review dates; they should also be revied in the event of an accident occurring that was unforeseen at the time of the assessment taking place.

17. Food Hygiene & Safety

All employees who are involved in the process of handling food should undergo food hygiene training via iAM Compliant.

Controls in place:

- Ongoing cleaning regime in the storage and preparation areas.
- Segregated food storage.
- All food marked with “use by dates”.
- Adequate pest control.
- Colour coded cutting boards (if required).
- Temperature control and record keeping (if required).
- Allergen control.

Any employee that has suffered with sickness or diarrhoea should remain away from the premises for at least 48 hours.

18. Alcohol and Drug Litter

3.5 Alcohol

The consumption or sale of alcohol within the academy grounds by employees or lettings/events requires approval from the Trust CEO, this is granted by sending risk assessments for the event to the Estates Team who will review and give feedback. Where approval has not been granted by the Trust CEO, the consumption or sale of alcohol on academy premises is prohibited. If approved the alcohol should be placed in plastic or polystyrene cups for consumption and any glass safely disposed of. Where alcohol will be sold, a licence from the Local Authority is required.

Any alcohol brought in as gifts to employees should be stored in a safe location away from pupils/students to avoid any contact being made. Should employees wish to have a social event and consume alcohol this should be done off the premises.

3.6 Drug Litter

All drug litter should be reported immediately to the Headteacher/Principal or their delegation person, and safe removal of the litter must be carried out following guidance set out by the Department of Education.

(If the drug litter is found adjacent to the academy property on local authority/highways land then the relevant District Council Environmental Health Officers must be informed as they have a duty to retrieve and dispose of drug litter found on local authority land.)

19. Lone Working

The Trust is aware it is not uncommon for lone working to occur; the direct line manager has the right to decline a lone working request. If approved, they have responsibility to ensure the following actions are undertaken.

- Give written consent authorising the lone working to take place, this can be via email or letter.
- Ensure the member of staff has undertaken lone worker training on iAM Compliant.
- Undertake a risk assessment and ensure all control measures are in place to remove or reduce significant risk. This risk assessment should be reviewed frequently to ensure it is fit for purpose.
- Put in place clear line of communication to ensure the member of staff is in frequent contact with the line manager.
- Ensure employees understand the need to report concerns about safety related to lone working.
- Employees must be provided with appropriate equipment in order to undertake their role safely.
- Ensure requirements are fulfilled inline with the Health and Safety Policy.

19.1 Home Visits

Where at all possible home visits will be made in pairs. If lone visits are made, the employee must inform the academy office where they are visiting in exact detail, what time they expect to return and ensure they have left their mobile phone number to enable contact in an emergency. For home visits where there is known to be issues with domestic violence and abuse the employer should ensure that employees visit in pairs.

20. Reporting of Accidents, Incidents and Near Misses

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work. The Trust will report RIDDOR reportable incidents on behalf of the academy.

All incident, accident and near miss data is analysed each half term by the Estates team with the aim of identifying any emerging patterns or concerns. This data is then reported to the Trust and reviewed as a committee. There is special emphasis on RIDDOR reportable accidents within the review, but all are accounted for based on severity rating and all that occurred when lone working was being undertaken

The Trust must submit RIDDOR reports within 10 days of the accident occurring, it is the responsibility of the academy to ensure they are reported via iAM Compliant as soon as possible so the correct information can be collected for the RIDDOR report to be submitted. For more information on what is reportable under RIDDOR please see below.

The academy collects personal information about the injured persons(s) on the form in relation to any Accident/Incident/Near Miss (AIN), diseases and Dangerous Occurrences arising out of or in connection with work. We may be required to share our information with the Health and Safety Executive to ensure we meet our legal responsibilities under the RIDDOR regulations 2013.

Information is stored in line with UK GDPR.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all AINs.
- Be reviewed at least half termly to identify any potential or actual hazards which in turn are to be reported to the Health and Safety Committee.

The definition of an accident/incident/near miss (AIN) is:

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

For further guidance on accidents, incidents and near misses please refer to HS30

21. Events and Lettings Safety

External events and lettings for each academy that are run by companies or charitable organisation must ensure correct risk assessments are in place and provided to the Headteacher/Principal for approval. If alcohol is planned are part of this, please see alcohol and drugs section in the policy above.

Each individual event or letting must have a single designated and accountable point of contact who will take control of the health and safety practises during the planning phase and during the event or letting. Accidents or incidents that occur during and external event of the academy's premises must still be reported via iAM Compliant for review and potential investigation. None of the academy's external play equipment is to be used for any purpose unless approved by the Headteacher/Principal.

Areas of the academy that are agreed for use during the event or letting must be clarified with the Headteacher/principal, they must ensure the area is safe for and legally complaint for use before any activities commence.. Once the event or letting has concluded they should ensure the areas used are clean and tidy ready for the following day. If the academy field was in use, any litter should be removed and the field this should be inspected for any signs of debris that may cause harm.

22. Training and Competences

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

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

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

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training,

or DSE training is required in order for someone to complete "so far as is reasonable" their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details below)

Health and Safety Inductions – new staff
All new employees of the academy will complete a Health and Safety induction, and records kept, this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- The location of the Health and Safety Law Poster
- Health and Safety responsibilities outlined in their job description
- How they can access health and safety policies and information?
- Who can they talk to about any health and safety concerns or issues they may have?

First Aid Provision

- First Aid boxes
- First Aiders

Accident/Incident/Near Miss reporting

- Location of Accident/incident/near miss forms
- Reporting procedures

Fire and Emergency Procedures

- What to do in an emergency
- What does the fire alarm sound like e.g., continuous or intermittent sound?
- A walk around the fire escape routes, final fire doors and route(s)
- Location of assembly points

Welfare facilities

- Eating, drinking and rest arrangements
- Toilet facilities

Personal Protective Equipment (PPE)

- Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
- Who is responsible for ordering supplies of PPE?
- Safe storage of PPE

Health and Safety training – all employees
Mandatory on-line training via iAM Compliant must be completed by all employees. (See Appendix HS21). New employees must complete mandatory training within 8 weeks of the start of their employment. Existing employees must refresh their H&S training on a rolling basis via iAM Compliant once every 3 years.

- Asbestos Awareness & Management Training is mandatory for the Headteacher/Principal, School Business Manager and Site/Manager/Supervisor/Caretaker of all Trust academies.
- Specific job training- dependant on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line and these are outlined as a matrix in Appendix HS21

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the academy, staff members must complete the mandatory training within 8 weeks from the date of this policy (unless there are extenuating circumstances).

In the case of the Asbestos Awareness and Management training the Head Teacher, School Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training within 8 weeks of taking up their post.

Health and Safety information and training records
Health and Safety Induction
On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.

On-line training
Employees who complete online health and safety training via iAM Compliant will have completed courses recorded on the online system. It is the responsibility of the line manager/Business Manager to set up all staff on the required iAM Compliant training.

Face-to-face delivery of health and safety training
Certificates and records of attendance for employees who have attended and successfully completed courses in health and safety should be kept by both the employee and School Business Managers.

23. Tree Management

All Academies will undertake tree surveys if they are present within the land boundary by a qualified Arboriculturist, these surveys must comply with BS 5837 and should then highlight any risks associated with remedial action recommended.
The academy will undertake the remedial action at the earliest convenience to ensure the area remains safe. The survey will also highlight the frequency of the surveys which can be between 1 and 3 years based on the risk of the site itself.

The Academy should always refer back to the survey if neighbours complain as it is our policy only to undertake maintenance of the trees when there are safety implications. If neighbours wish to pay for work to be done to trees on the site it must be authorised by the Head/Principal and done during holiday periods.

24. Individual Academy Policy Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent. All up to date educational risk assessments for 2024/25 and guidance can be found in Trust templates provided under the appendices to this policy.

The following areas of activity should have named people allocated for that task following guidance and templates available on Trust Templates or N/A if not applicable.

Incident Management
Incident management will be the overall responsibility of Headteacher/Office Manager
First aid risk assessment and management of provision is the responsibility of: Office Manager

Risk Assessment
Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by Headteacher's/Office Manager. They will be responsible for ensuring the actions required are implemented.

Fire Safety
A fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by Headteacher's/Office Manager

Manual Handling
Manual handling risk assessments will be carried out by Headteacher's/Office Manager.

Computers and Workstations
Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by Headteacher's/Office Manager.

Home Working
Assessment of the risks of staff working from home will be carried out by Headteacher's/Office Manager.

Hazardous Substances
Symclean will identify hazardous substances, and ensure that the appropriate assessments are available and implemented.

Behaviour Management
Assessment of the risks of abusive / violent behaviour (voluntary / involuntary) to staff / others will be carried out by Headteacher & Head's of School. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

Lone Working
Assessment of the risks of lone working staff will be carried out by Headteacher's/Office Manager

Risk Assessment of Curriculum Activities
Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty.

School Caretaking and Site Management
Assessment of the risks to Caretakers, contractors (including Construction related activities - CDM) and others working at the site will be assessed by Mr Haward & Office Manager. This should include consideration of all activities including working at height, potential 'hot works' and maintenance activities.

Driving for Work
Assessment of the risks of driving for business will be carried out by : N/A

Safe Plant and Equipment
Plant and equipment* will be inspected, maintained and, where necessary, tested by appropriately appointed contractors.
*Plant and equipment likely to need formal inspection and maintenance in a school premises includes:

- Hot and cold-water services (legionella)
- Condition monitoring of identified asbestos containing materials
- Boilers and heating plant
- Fire safety equipment
- Electrical installations
- Portable electrical equipment (PAT testing)
- Catering equipment (appliances)
- Gas installations and appliances
- Lifting equipment
- Local exhaust ventilation (LEV) equipment
- Outdoor play equipment
- Door closers / seals / Glazing and finger guards
- PE equipment
- Technology workshop equipment

- Ventilation and air extraction systems
- Swimming pool plant
- Management of Radiation Sources

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager. Mr D Haward

Any problems or defects relating to plant and equipment should be reported to Mrs Kelly.

25. Information, Instruction and Training

Information and Advice
A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each school. Health and safety advice is available from the headteacher/health and safety coordinator or by contacting the DoNESC Head of Estates (H&S)

Induction
Health and safety induction will be provided for all new employees and for work experience placement students by Office Manager.

Health and Safety Training
The Health, Safety and Well-being information on iAM Compliant provides a framework for compliance. Anyone involved in the management of health, safety and well-being is required to be competent in their role. The law recognises that knowledge, skills and experience are very important in meeting competence requirements. In most cases, however, training will also be required to complete a person's competence, particularly in relation to following the Trust procedures and practices.
In addition to individual knowledge, skills and experience, the training below is recommended to achieve competence in the role, as stated in this policy.

- Health and Safety Leadership for Headteachers and Managers
- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire
- Risk Assessment – essential risk management

All training courses will need to be attended once every three years unless the relevant code of practice states otherwise.

Curriculum/subject specific health and safety training
Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Radiation Protection Supervisor
- CLEAPSS Health and Safety for Science Technicians

Secondary Design & Technology

- CLEAPSS Health and Safety Management for Heads of D&T
- CLEAPSS The Safe and Effective D&T Technician
- Level 2 Award in Food Safety

Occupational Risks

- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid (for schools with children up to age 5)
- Moving and Handling People (provided by Norfolk Community Health and Care occupational therapy team)
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training (provided by IPRS)

- Personal safety (tutor led)
- Norfolk Steps Step on or Step Up training

Caretaking/Site Management
Where relevant (subject to identified roles / responsibilities):
- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire
- Risk Assessment – essential risk management
- Schools with swimming pools: Pool Plant Operators Certificate (Institute of Swimming): N/A
- Basic Tree Survey and Inspection (LANTRA): Outside Company

Health and Well-being
- Well-being Facilitators (or equivalent): Miss Jo

Minibuses
- Norfolk County Council Minibus driver assessment/Approved Minibus driver assessment organisation: N/A

Training Records and Training Needs Identification
Health and safety training records are held by: Iams and office
Training needs will be identified, arranged and monitored by: Head teacher/Office

Reporting and Investigation
All accidents, near misses and cases of work-related ill health involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises) must be recorded on iAM Compliant.

Minor injuries to non-employees where first aid (only) is given will be reported on the First Aid Record of Treatment form (or equivalent).

Headteacher/Office Manager will investigate all incidents and act on findings to prevent a recurrence.

First Aid
First aid box/es is/are kept at: All Classrooms/Main Hall/Main Office.
The following staff are available to provide first aid: All Teaching Assistants/ some MSA's/Office Manager

Supporting Pupils with Medical Conditions
Prescribed medication will be administered to pupils following guidance and documentation with the Trust Administration of Medicine policy.

Office Manager is responsible for management of administration of medicines to pupils.

Selection and Management of Contractors
Contractors and construction projects are selected, approved and managed by the Head of Estate Management.

Management of Asbestos
The asbestos register and asbestos management plan are held at: main school office and managed by: School Office.

Educational Visits
Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel The member of staff trained on EVOLVE is/are Office Manager

Emergency Procedures – Fire and Evacuation
Escape routes are checked by/every: Term
Fire extinguishers are maintained and checked by/every: Outside company six monthly
Alarms are tested by/every: Caretaker weekly/trmly fire practice – whole school
Emergency evacuation procedures will be tested once every term.

Monitoring
Routine inspections of the premises to ensure safe premises and working practices are followed will be carried out by Headteacher/Office Manager.

Inspections of individual departments and specific work areas will be carried out by relevant Heads of Department or nominated staff.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. For these arrangements to be effective, employees throughout the academy must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

26. Policy review

This document will be reviewed at least annually.