ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

HEALTH AND SAFETY POLICY

DATE POLICY WAS APPROVED	01.07.2026
DATE POLICY WILL BE REVIEWED	Summer 2027
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	Head of Estates

Key Definitions

All policies incorporate the following schools or organisations within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

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1.0 Part 1 – Introduction and Statement

1.1 Introduction

Health and safety is the concern of everyone within The Four Stones Gateway Trust.

The Health and Safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK health and safety legislation and codes of practice, which will be the minimum standard acceptable.

This Policy states in broad terms the Trust's commitment to managing health, safety, welfare, and wellbeing including, in general terms, how roles and responsibilities are delegated and recognises that health and safety is equally as important as our other objectives.

The Health and Safety Policy demonstrates the Trust's duty of care to employees and non-employees (students, parents, visitors, customers, contractors) by ensuring that activities and services are provided in such a way as to not put them at risk.

The main aim of this Health and Safety Policy is to prevent accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. This enables the Trust to achieve a positive safety culture by meeting the following Policy objectives:

- Compliance with all relevant Health and Safety Legislation
- Implement adequate measures to prevent, reduce, or protect against the health and safety risks arising from our work activities.
- Promoting the principles of sensible Risk Management.
- Provide information, instruction and training for employees maintaining effective communication and consultation on all health and safety matters.
- Securing co-operation and consultation between individuals, safety representatives, employee representatives and working groups.
- Provide safe plant and equipment and maintain safe and healthy working conditions, providing health surveillance where necessary.
- Provide professional health and safety advice, guidance, and support.
- Ensure resources are available to ensure the successful management and implementation of health, safety, and wellbeing.

The Trust will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

1.2 Policy Objectives

- To conduct all our activities safely and in compliance with legislation and best practice.
- To provide safe working conditions and equipment.
- To promote a positive safety culture.
- To establish targets and action plans for continuous improvement of health and safety performance.
- To report our health and safety performance both internally and externally.

1.3 Policy Principles

- Control - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- Co-operation - we all have a responsibility to co-operate as individuals and as groups to make

health and safety a collaborative effort.

- Communication - communication of health and safety information is essential and care must be taken to continually review and improve this.
- Competence - developing the health and safety competence of Senior Leadership, managers, employees, and contractors is at the heart of successful health and safety management.

1.4 Statement of Intent

The Trust Board recognises that under the Health and Safety at Work Act 1974, the management of Health and Safety regulations 1999, and all other related Acts, Orders and Regulation, that it has a duty to ensure, as far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities.

The Trust Board has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using Trust's premises or participating in the Trust sponsored activities.

The Trust aims to provide a safe and healthy working and learning environment for staff, students, and visitors. In pursuit of this, we seek to ensure, as far as is reasonably practicable:

- The provision and maintenance of safe workplaces and safe systems of work.
- A clear definition of responsibilities of employees at all levels.
- The provision of appropriate information, instruction, training, and supervision.
- The provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety.
- To develop safety awareness, by appropriate training, if necessary, amongst staff, students and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- To keep details of this Policy under constant review and in line with changing health and safety practices and current legislation.

The Trust health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our health and safety commitments.

The effectiveness of this Policy will be regularly monitored to ensure that the Health and Safety arrangements are being implemented and that the responsible people identified within the Policy are carrying out their duties correctly. The Policy will be reviewed annually and revised where necessary.

Signed by CEO:

Signed by Chair of Trustees:

Dated: July 2026

Note: This statement should be saved in the relevant Staff Area's for all staff to access.

2.0 Part 2 – The Four Stones Gateway Organisation

The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. In order to achieve compliance with this Policy, the trust and their School management teams will have additional responsibilities assigned to them as detailed in this part of the Policy.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

2.1 General Core Obligations

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work.

2.2 Trust Board

- To provide the Health and safety leadership for the network and to ensure that a clear written Policy statement is created which promotes the correct attitude towards Health and safety in staff, visitors, and students.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities, ensuring that they have the sufficient experience required, knowledge and training to perform the tasks required of them.
- To ensure all relevant Trust Board decisions reflect the Health and safety intentions in the Statement of Intent.
- To receive and consider a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g., accidents, near misses), statistics and other Health and safety issues.
- To review the Trust Health and Safety Policy and performance annually.

2.3 The Chief Executive Officer (CEO)

The CEO holds the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, as far as is reasonably practicable, the health and safety of all employees and that of the Trusts' students, contractors, volunteers, and members of the public. To achieve these goals, the CEO will:

- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities.
- Ensure that the necessary financial and other resources are provided to meet.
- the Trust's objectives for health, safety, and wellbeing.
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.

2.4 Chief Finance and Operations Officer (CFOO)

The CFOO has overall responsibility for financial management. The CFOO will:

- Ensure that all academies make appropriate financial provision to meet their statutory health and safety obligations.
- Ensure that the financial infrastructure, systems, and resources are available to facilitate the

health and safety objectives of the Trust and its Schools.

2.5 Head of Estates (HoE)

The HoE will:

- Provide Health and safety leadership by way of defined policies and procedures as required to satisfy the requirements of the Management of Health & Safety regulations.
- Explain expectations and determine how the organisation and procedures will be delivered throughout the network.
- Ensure all relevant network decisions reflect the Health and safety intentions in the Statement of Intent.
- Liaise with the Trust Health & Safety Consultant on all aspects of Health and Safety Policy and procedure and arrange the regular review of the Health and Safety & Fire safety provisions across the network by way of independent audits and inspections to ensure performance is measured both proactively and reactively.
- To ensure that the necessary advice, resources, and support are available to Headteachers including legislation updates and co-ordinate, advise and assist managers and staff within the Trust in discharging their duties in respect of health and safety.
- Advise Senior Leaders of new developments in health and safety legislation and approved Codes of Practice (ACoPs) together with proposals for new or amended management systems necessary to ensure legal compliance.
- Assist with the identification of training needs and training delivery across the Trust to ensure that staff are competent to fulfil their respective job role.
- Collate accident and incident information and when necessary, assist or carry out accident and incident investigations.
- Co-ordinate general workplace monitoring inspections and performance monitoring processes using Every system and report findings to the relevant Headteacher.
- Co-ordinate records of external inspections and audits of schools and ensure that remedial actions identified are addressed without delay.
- Present a consolidated report annually to the Trustees on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution.
- To present an annual review of the Health and Safety Policy to The Trust Board.

2.6 Trust Estates Manager (TEM)

The TEM will:

- Support the Head of Estates in all related activities and coordinate with the schools within their area of responsibility.
- Deputise for the Head of Estates in their absence.
- Serve as the liaison between the schools under their responsibility and the Trust's competent person.

2.7 All Employees

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work: to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work."

Employees must also co-operate with the employer and not misuse anything provided in the interests of health and safety.

All employees in the Trust have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures.

Apart from any specific responsibilities which may have been delegated to them, all employees

must:

- Act in the course of their employment with due care for the health, safety and wellbeing of themselves, students, other employees, and other persons. And take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention.
- Co-operate with all managers, team leaders and supervisors on health and safety matters.
- Report all accidents and near misses in accordance with procedures identified and inform their Line Manager of all potential risks to Health and Safety especially those of a serious or imminent danger.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Report any loss of, or obvious defect in, such PPE to their line manager; not take part in any horseplay or to interfere with or misuse anything provided in the interest of health, safety, or welfare.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- In the course of their employment exercise good standards of housekeeping and cleanliness.
- Familiarise themselves with, and act in accordance with procedures in respect of fire safety, first aid and other emergencies.
- All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are fully considered.
- Acknowledge that they have read the Health and Safety Policy and have understood the contents and will do all that is reasonably practicable to comply with it.

2.6 Contractors and Partner Organisations

- All contractors and partner organisations delivering services on Trust property will be made aware of this Policy and associated emergency procedures. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with all schools, will:
    - Undertake work activities in line with agreements and documented procedures and co-operate with Trust and School policies in all relevant matters.
    - Identify and control any risks arising from their activities and inform management of any risk that may affect the staff, students, and visitors.
- When the premises are used for purposes by way of a contract which are not under the direction of the Headteacher e.g., the provision of School meals, then the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors and partner organisations who work on the School premises are required to identify and control any risk arising from their activities and inform the School of any risks that may affect the staff, students, and visitors.
- All contractors and partner organisations must be aware of this Policy, emergency procedures and must always comply with these.
- All contractors and partner organisations must be aware of the school requirement for proof of DBS clearance as a precursor to site access.
- In instances where the contractor or partner organisation creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students, and visitors, including removing them from site.

2.7 Headteacher in all Schools

In their capacity as the key person responsible for the effective management of Health and Safety within their school. The Headteacher will ensure the effective implementation of this Policy by ensuring:

- Adequate resources are available to successfully manage health and safety within their school and has reviewed and signed the roles and responsibilities section of the Health and safety Policy to ensure adequate resources.
- Adoption and implementation of The Four Stones Gateway Health and Safety Policy and procedures.
- Ensure that the necessary financial and other resources are provided to facilitate and meet the health, safety, and wellbeing objectives of the school.
- Development, implementation and review of structures and systems within the school to promote management control, co-operation, communication and competence on health and safety matters.
- The guiding principles for health and safety are upheld, and require the same from staff, students, visitors, and contractors.
- Effective proactive and reactive monitoring of health and safety at all management levels.
- Implementation of any requirements of the annual Health and safety audit and Fire Risk Assessments and monitor the progress of any required remedial actions.
- That the Trust Policy and associated procedure/guidance is communicated to all relevant persons.
- That appropriate information on significant H&S requirements and/or risks is given to visitors and contractors before allowing them access to the school .
- That appropriate consultation arrangements are in place for staff and their representatives and that all staff are provided with the required level of information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken and reviewed on a regular basis and that all required safe systems of work are in place and recorded on the school SharePoint following these assessments or reviews.
- That a detailed Emergency Response plan is in place and that this plan is reviewed, tested, and communicated on a regular basis.

- All machinery and equipment within the school are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant Health and safety activities e.g., assessments, inspections, accidents, training etc.
- Accidents are investigated and any remedial actions required are taken or requested. Serious accidents & incidents should be reported to HoE or Trust Estates Manager by way of the incident process.
- The activities of contractors are adequately monitored and controlled whilst on site.
- Ensure they have sufficient understanding of the Health and Safety Policy, and associated guidance as well as the specific arrangements relating to each academy and bring it to the attention of all premises' staff in their establishments.
- Co-operate with the Trust to ensure that this Policy and its associated arrangements are implemented and complied with in respect of business and support functions.
- Ensure that health, safety, and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings.
- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded, reported, appropriately investigated, and acted upon according to Policy and legal requirements.
- Ensure that Premises' managers and other non-academic managers (for example, curriculum leaders or technicians) within their area are equipped and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within these establishments.
- Have in place a current written emergency response plan for each site and ensure it is reviewed, tested, and communicated on a regular basis.
- Ensure the safe management and co-ordination of out of school hours curriculum requirements with routine maintenance and use of the building e.g., effectively managing the building in terms of safeguarding if the academy undertakes summer school at a time when non-DBS contractors or non-DBS members of the public from lettings may also be on site.

2.8 Premises Managers (Trust Estates Manager for Relevant Primary Schools)

To meet the duties and responsibilities delegated by the CEO and CFOO, Premises Manager of each School have day-to-day responsibility for health and safety management within the support functions.

Premises Managers will:

- Put in place management systems for monitoring, auditing, and reviewing health and safety arrangements and ensuring the correct implementation of the compliance system.
- Take all reasonable precautions to provide a healthy and safe working environment.
- Ensure that these risk assessments are undertaken and reviewed in line with Trust Policy arrangements.
- Ensure that all building contractors, commissioned to undertake work on behalf of the school, are appropriately selected in terms of competence for health and safety and managed accordingly.

2.9 Teaching/Non-teaching staff holding posts/positions of special responsibility.

This includes heads of school, senior leadership team, premises manager and curriculum leaders or technicians, clerical managers etc. and those having specific delegated tasks in relation to health & safety management within their school/faculty/support staff team.

They must:

- Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Undertake risk assessment for the people, work areas, equipment and substances and work activities for which they are responsible. That the findings are recorded in writing and that identified control measures/safe systems of work are in accordance with the Trust and School

policies which address the key risks in their areas of responsibility, and the organisation and arrangements for managing those risks.

- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work and that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively.
- Ensure briefing records for departmental inductions are in place.
- Provide sufficient information, instruction, training, and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS etc.
- Resolve health, safety, and welfare problems that members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular checks of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these checks where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Ensure all accidents (including near misses) occurring within their area of responsibility (including off-site activities) are promptly reported and investigated.

2.10 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient student to adult ratio occurring in classrooms or other supervised areas at any time.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the school without authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the premises team, via the relevant ticket system.

2.11 Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school in particular, the instructions given to staff in an emergency.
- Not wilfully misuse, neglect, or interfere with facilities or equipment provided.
- for their and others' health and safety

3.0 Part 3 – Arrangements

3.1 General Arrangements

The following table details the general arrangements made on behalf of The Four Stones Gateway Trust by way of defined Policy and guidance documentation made available to all staff by way of the Policy SharePoint.

Legislation	Relevance	Other Requirements & Guidance	Trust Documents/Provisions	Trust - Arrangements
Health and Safety at Work Etc. Act 1974	This relates to all business activities in the UK.	HSE – HSWA – Health & Safety at Work etc. Act 1974	Health & Safety Policy	Policy reviewed annually and agreed by the Trustees
			Annual Independent H&S Audit	School SLT to review areas of responsibility annually
Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice	This relates to all industry sectors and specifically covers risk assessments	HSE - Risk assessment	Annual Independent H&S Audit	Health & Safety guidance provided by the Central and School Estates Team and by Bricon Ltd
			Risk Assessments	Following the Risk Assessment Procedure
			Business Continuity Plan	Annual independent H&S Audits at each School
			National College Training Software	Schools to carry out risk assessments where situations may pose potential hazards
				Guidance is reviewed on an annual basis
Health and Safety (Information for Employees) Regulations 1989	Employees must be informed about Health and safety measures and controls that have been introduced by the organisation	HSE - Consulting workers on health and safety [L146 (Second edition)]	Health & Safety Policy	Compliance is reviewed annually as part of H&S Audit

Health and Safety (Display Screen Equipment) Regulations (as amended) 2002 and Guidance	The organisation uses display screen equipment that is covered by these regulations	HSE - Work with display screen equipment	Display Screen Equipment Procedure	Each designated user has a workstation assessment which is reviewed as required
		Health and Safety (Display Screen Equipment) Regulations 1992 [l26]	Display screen equipment self-assessment (Template)	Guidance document to be reviewed every 2 years
			DSE Training in National College Software	
Health and Safety (First Aid) Regulations 1981 amended 2013 and Code of Practice 1997	Organisations are required to implement adequate health and safety provision for dealing with accidents at work	HSE - First aid at work [l74]	First Aid in Schools Policy	Schools are required to comply with guidance in the Trust documentation
			Accident / Incident Reporting, Recording & Investigation Procedure	Schools are to document a first aid risk assessment using Trust guidance document to determine level of first aid provision required
				Compliance is reviewed annually as part of H&S Audit
Control of Substances Hazardous to Health (COSHH) Regulations 2002	Relates to hazardous substances used by the organisation.	HSE - Control of substances hazardous to health [l5]	COSHH Training in National College Software or equivalent	Risk Assessments should be reviewed annually and/or when changes to procedure, Policy occur
		HSE - A step by step guide to COSHH assessment [HSG97]		Compliance is reviewed annually as part of H&S Audit
		HSE - Approved classification and labelling guide (sixth edition) [l131]		
Corporate manslaughter and homicide act 2007	This relates to all business activities in the UK.	HSE- Work related deaths protocol	Health & Safety Policy	Policy reviewed annually
		Website - http://www.hse.gov.uk/pubns/wrdp1.pdf		Compliance is reviewed annually as part of H&S Audit

Prevention or Control of Legionella - Approved Code of Practice	All organisations must put in place measures to prevent legionella.	HSE - Legionnaires' disease: a brief guide for duty holders	Health & Safety Policy	Schools to obtain a Legionella risk assessment every 2 years or as required by the previous risk assessment
		HSE - Legionnaires' disease. The control of legionella bacteria in water systems [l8 (fourth addition)]		
		HSE – HSG274 Legionella Technical Guidance		Schools to carry out duties as described in the guidance document and maintain compliance records using the Every or Parago system
				Compliance is reviewed annually as part of H&S Audit
Control of Vibration at Work Regulations 2005	Some of the tools used by operatives have the potential to cause vibration white finger or other related illness	HSE - Hand-arm vibration [l140]		Schools are required to comply with HSE guidance.
				Compliance is reviewed annually as part of H&S Audit.
Control of Asbestos regulations 2012	All organisations required to take appropriate steps to ensure ACM's are located, monitored, and controlled	HSE – L143 Managing and working with asbestos. DfE Guidance managing asbestos in your school	Management Plan & Management Survey Asbestos Awareness and Management Training in National College Software or equivalent training	Schools carry out duties as described in the HSE guidance document
Electricity at Work Regulations 1989	This relates to all works carried out on electrical or electrically operated equipment	HSE - Electricity at work [HSG85 (Third edition)		Schools carry out duties as described in the HSE guidance document and maintain compliance records using the EVERY or Parago system.
	All organisations are required to take practical steps to ensure electrical safety on their premises			Compliance is reviewed annually as part of H&S Audit

Manual Handling Operations Regulations (as amended) 2002	Manual handling operations are carried out within the organisation	HSE - Manual handling. Manual Handling Operations Regulations (as amended) 2002 [l23]	Manual Handling Training on National College or Equivalent training	Where the possibility exists for injury from manual handling operations and avoidance is not reasonably practicable, then a manual handling risk assessment should be carried out
		Manual handling at work a brief guide INDG143 Rev 4		
		Manual Handling assessment charts (MAC tool) INDG383(rev3), published 11/18		
Personal Protective Equipment at Work Regulations (as amended) 2002	These regulations require the organisation to provide necessary personal protective equipment and training to all employees	HSE - Personal protective equipment at work (Second edition) [l25]	PPE Training on the National College or equivalent training	Operations are risk assessed and schools will provide suitable personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means
Provision and Use of Work Equipment Regulations 1998	All work equipment used by the organisation is covered by these regulations	HSE - Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998 [l22]		Schools carry out duties as described in the HSE guidance document and maintain compliance records using the EVERY or Parago system
				Compliance is reviewed annually as part of H&S Audit
Regulatory Reform (Fire Safety) Order 2005	This relates to the production and implementation of our risk assessments	Fire safety risk assessment: educational guidance	Independent Fire Risk Assessment	All Schools are subjected to a Fire Risk Assessment carried out by an independent fire risk assessor and compliance is reviewed as part of this assessment
Fire Safety Act 2021		Regulatory Reform (Fire Safety) Order 2005: a short guide to making your premises safe from fire.	Fire Emergency Fire Logbook	
			Schools PEEP Procedure	

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013	This relates to the mandatory reporting of certain types of injuries diseases and dangerous occurrences	HSE - Reporting accidents and incidents at work [INDG453(rev1)]	Accident/Incident Reporting, Recording & Investigation Guidance	Accident/Incident forms are to be completed with every accident to staff or student where injury or near miss has occurred. These reports are sent to the Trust for trend analysis
			TFS01 Incident report form	As are Adverse Event and Violence and Aggression Reports
			Accident Investigation Form	
Smoke-free (Premises and Enforcement) Regulations 2006	Under these regulations all workplaces must be smoke-free	England Becomes Smoke Free - 1 July 2007 - Your Guide to The New Smoke Free Law	Individual School Policies	Premises Teams are expected to ensure compliance with the legislation
Social Security (Claims and Payments) Regulations 1987	This relates to the completion of accident reports. Required to allow an injured person to make Social Security claim		Accident/Incident Reporting, Recording & Investigation Procedure	Accident/ Incident Forms are to be completed whenever an incident occurs and submitted
			TFS01 Incident report form	
			Investigation form	
Work at Height Regulations 2005	Work at height is occasionally carried out by operatives on the sites. This usually involves the use of ladders. Other access may be used that has been provided by others, such as Principal Contractors on construction sites	HSE - Working at height - A brief guide [INDG401(Rev2)]	Working at Height Procedure	Guidance to be reviewed where risk from working at height occurs

Workplace (Health, Safety and Welfare) Regulations (as amended) 2002.	These regulations impose specific requirements to ensure the workplace is safe for anyone working there	HSE - Workplace health, safety, and welfare. Workplace (Health, Safety and Welfare) Regulations 1992 [l24]	Health & Safety Policy	Compliance is reviewed annually as part of H&S Audit
The Safety Representatives and Safety Committees Regulations 1977	The law requires any organisation to consult their employees on matters that affect their health and safety.	HSE - Consulting workers on Health & Safety [L146 (second edition)]	Health & Safety Policy	Compliance is reviewed annually as part of H&S Audit
Health and Safety (Young Persons) Regulations 1997	These regulations impose requirements for organisations who employ young persons under the age of 18 for work, work experience or apprenticeships	HSE - Young people and work experience	Health & Safety Policy Work experience risk assessment form	Reviewed with the employment of any work experience placement
Activity Centres (Young Person's Safety) Act 1995 and Health and safety on educational visits (2018)	Organisations are responsible for the safety of students participating in activities offsite where additional Health & Safety risks are present. Organisations are required to implement adequate health and safety measures arranging education visits	Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 [L77 (second addition)] The Adventure Activities Licensing regulations 1996 ACOP revised 2014 The Outdoor Education Advisers' Panel (OEAP)	Educational Visits Policy	Guidance provided by the schools Educational Visit Coordinator and the Trust's appointed External Visits Consultant All schools are required to have a fully trained Educational Visit Coordinator
Safety Signs and Signals 1996	Organisations are responsible for the non- verbal Health & Safety communication required on premises.	HSE – Safety signs and signals [l64 (third edition)]	Health & Safety Policy	Compliance is reviewed annually as part of H&S Audit

Supporting students at school with medical conditions (D*f*E 2014)	Under this statutory guidance, organisations need to make arrangements to support students at their school with medical conditions.	https://assets.publishing.service.gov.uk/media/5a7556eeed915d6faf2b23b2/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf	Medical conditions Policy Administration of Medicines Guidance Allergens Policy	Compliance is reviewed annually as part of H&S Audit
			Infection Control Guidance from Public Health	Schools are required to review the provisions annually and with every new student with a medical condition
Waste Electric and Electronic Equipment (WEEE) Regulations 2013	Organisations under these regulations are required to responsibly dispose of any waste electrical and electronic equipment,			Schools to dispose of electrical and electronic equipment in accordance with the legislation
Hazardous Waste (England and Wales) Regulations 2005	These regulations will affect anyone who oversees the managements of such activities in relation to hazardous waste.	http://www.hse.gov.uk/waste/hazardouswaste.htm		Schools are to dispose of Hazardous Waste in accordance with the legislation
IRR17 (Ionising Radiation Regulations 2018)	These regulations will affect anyone who oversees radioactive sources.	CLEAPSS L93	CLEAPPS DLO93	Schools are to follow L93, completing forms in Appendix D and utilising DLO93 on site

3.2 School Arrangements

Each School is required to complete a schedule (using the template supplied) which reflects the delegated structure within their school. An example of a completed template is shown below for reference.

	Area	Recommended Assignment	Assigned Responsibility
1.	Accident Reporting & Recording	Headteacher/First Aid Lead	
2.	First Aid		
	(a) First Aid Provisions	Office Manager	
	(b) Accidents involving blood	First Aiders	
	(c) Infectious Diseases	Headteacher	
	(d) Administering Medicines to students	Headteacher	
3.	Emergencies		
	(a) Emergency Procedures and Drills	Headteacher	
	(b) Evacuation Notices and Signs	Premises Manager/Trust Estates Manager	
4.	Fire Fighting Equipment		
	(a) Checking	Premises Manager/Trust Estates Manager	
	(b) Maintenance/Servicing	Premises Manager(Trust Estates Manager)	
5.	Control of Substances Hazardous to Health	Curriculum Leaders(CL) (or equivalent)/ Premises Manager/Trust Estates Manager	
6.	Electrical Safety		
	(a) Mains	Premises Manager/Trust Estates Manager	
	(b) Portable Appliances	Premises Manager/Trust Estates Manager	
7.	Gas Safety (Including Kitchen and Science)	Premises Manager/Trust Estates Manager	
8.	Smoking (Including the use of vapes and e-cigarettes)	Headteacher	
9.	Display Screen Equipment	HR Assistant	
10.	Defect and Hazard Reporting	Premises Manager/Trust Estates Manager	
11.	Health & Safety Information (e.g., signage)	Premises Manager/Trust Estates Manager	
12.	Risk Assessments	Premises Manager/Trust Estates Manager	
	(a) Equipment, activities, etc.	CLs / Premises Manager/Trust Estates Manager	
	(b) New and Pregnant Mothers	Headteacher/People Team	
	(c) Fire	Premises Manager/Trust Estates Manager	
	(d) Curriculum	CLs	

13.	Clear Passageway	Premises Manager/Trust Estates Manager	
14.	Security	Premises Manager/Trust Estates Manager	
15.	Alarm Systems	Premises Manager/Trust Estates Manager	
16.	Intruders	Premises Manager/Headteacher	
17.	Violence to Staff	Headteacher	
18.	Educational Visits	Educational Visits Coordinator	
19.	Parking & Traffic Management	Premises Manager/Trust Estates Manager	
20.	Storage	CLs/ Premises Manager	
21.	Manual Handling	CLs/ Premises Manager/ Trust Estates Manager	
22.	Contractors on Site	Premises Manager/Trust Estates Manager	
23.	Other Users	Premises Manager/Lettings Coordinator	
24.	Water Quality	Premises Manager/ Trust Estates Manager	
25.	Hiring of Premises	Premises Manager/Letting Coordinator	
26.	Consultation with Employees	Headteacher	
27.	Work Experience	Headteacher	
28.	Work Equipment	CLs/ Premises Manager/ Trust Estates Manager	
29.	Asbestos	Premises Manager/Trust Estates Manager	
30.	Work at Height	Premises Manager/Trust Estates Manager	
31.	Radiation Protection Supervisor	Head of Science (or equivalent)	
32.	Noise/ Vibration at Work	CLs/ Premises Manager/ Trust Estates Manager	
33.	Swimming Pools (KCI Only)	Premises Manager	
34.	Stress	Headteacher/SLT	
35.	Kilns	Head of art and/or DT/ Premises Manager	
36.	Lone Working	Line Manager	
37.	Minibus/Van Use	Premises Manager/Trust Estates Manager	
38.	Ponds	Premises Manager/Trust Estates Manager	
39.	PE Equipment	Head of PE & Premises Manager/ Trust Estates Manager	
40.	Inhouse Catering	Catering Manager	
41.	Nursery	Nursery Manager	

The management assignments shown in RED are indicative only and are subject to change dependent on school specific arrangements.

Each school should ensure that they have generated their own table to reflect the organisational

responsibilities on their site and have attached it as an addendum to a copy of the H&S Policy held on site.

3.3 Professional Development:

Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at both Trust and school. Specific (e.g., manual handling first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs.

3.4 Communication:

Health and safety information is communicated through line management. The Trust health and safety documentation is developed and made available in electronic format (hard copy may be requested). This is stored on the Trust wide SharePoint, newsletters and signage are all methods for health and safety communication.

4.0 Part 4 – Planning & Implementation

4.1 Health and Safety Action Plans:

The Head of Estates (with input from Headteachers) is required to develop, maintain, and report on health and safety action plans to ensure continuous improvement in health and safety performance.

4.2 Risk Assessments:

Managers conduct and record risk assessments for all our activities using systems and guidelines and ensure findings are brought to the attention of employees. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient.

4.3 Procedures:

The Trust health and safety procedures are the standards, systems, and guidelines for the implementation of control measures for specific health and safety risks.

All procedures are developed and implemented in accordance with the risk profile of the Trust and individual school procedures apply to the specific establishments. All health and safety procedures are regularly reviewed, updated when appropriate.

5.0 Part 5 – Measuring Performance and Auditing

A programme of health and safety audits are delivered across all Schools in accordance with the Trust health and safety audit system. The Head of Estates ensures that suitable audit programmes are in place and audit action plans are fully implemented.